



## PAYMENT GUIDELINES FOR TEMPORARY INSTRUCTIONAL STAFF

These guidelines apply to individuals who (1) do not currently hold an ongoing, budgeted, renewable full or part-time position at UW-Green Bay and (2) are being hired to teach one or more credit courses and (3) will be the instructor of record or one of the instructors of record for the course(s) they will teach.

*These guidelines do not apply to Lecturers on a full, one-year **academic year** non-renewable appointment.*

### Adjunct Instructors

The Adjunct Instructor title should be used when individuals have a non-credit instructional appointment less than one semester in length. Adjunct Instructors should be paid on a lump sum basis. A minimum, full-time base rate of \$18,000 should generally be used for purposes of preparing the [Personnel Action Request](#).

### Lecturers on a Semester-to-Semester Contract

The Lecturer title is used when individuals have a one-semester teaching appointment that consists entirely of semester-long credit courses. The full credit load for lecturers is 13.5 credits per semester. Any additional credits taught would need to be compensated through approved overload. All semester-to-semester lecturers will be paid on a C-basis appointment. Lecturers may or may not be eligible for fringe benefits depending upon their particular situation. *Contact Human Resources if you have questions and before you promise someone that they will receive benefits.*

## PROCEDURES

Dean/division heads are responsible for making adjunct instructor and semester-to-semester lecturer hiring decisions, ensuring that individuals hired to teach courses within their divisions are qualified to do so and that all necessary documentation and paperwork is forwarded to the Human Resources Office for processing. These procedures are also intended to establish a centralized, up-to-date source of information for all adjunct instructors and lecturers hired at UW-Green Bay.

1. **Hiring Across Divisions.** The hiring of lecturers should be communicated to other divisions who also hire lecturers and adjunct instructors. This should be done to alert a dean/division head to the possibility that FTE and/or the payment of fringe benefits may be required.
2. **Hiring Documentation Reviewed.** It is recommended that formal offers not be extended to an individual until all supporting hiring documentation has been reviewed by the dean/division head (or designee) to ensure that the individual is qualified to teach the specified courses and is actually able to do so:
  - a. position announcement or description of proposed teaching responsibilities;
  - b. current vita; and
  - c. unofficial or official transcript of highest degree obtained.<sup>a</sup>

<sup>a</sup>For new hires, receipt of transcripts are not needed until the person's first day of employment. Once an adjunct instructor or lecturer is hired by any division within UW-Green Bay and a personnel file established, a vita and transcript no longer need to be requested. Individuals who obtained their highest degree from UW-Green Bay can have this verified directly by the division contacting the Registrar's office (a transcript on file is not necessary).



- 3. Compensation Rates.** Effective August 26, 2024 the minimum base rate for Lecturers is \$30,375. Per-credit compensation rates for semester-to-semester lecturers is determined based upon the level of degree held. Candidates that hold a Masters degree may be paid between \$1,125 to \$1,456 per credit. Candidates holding a PhD or other terminal degree may be paid \$1,181 to \$1,581 per credit.

Compensation amounts above the campus minimum is at the Dean's discretion based upon budget availability and staffing strategy, and should account for factors such as market demand, content specialization, course development requirements, instructional experience, degree held or other relevant factors. The Provost and Vice Chancellor for Academic Affairs has overall authority for University-wide strategy and planning related to compensation for temporary instructional staff.

- 4. Conduct Criminal Background Check.** Criminal background checks are required for all instructional academic staff. Human Resources will review and initiate the criminal background check as necessary once the signed offer letter is received within HR (signed offer letters should be emailed to [hr@uwgb.edu](mailto:hr@uwgb.edu)).
- 5. Offer Letter & Appointment Setup** The dean/division head drafts the formal offer letter using the *Semester Lecturer Offer Letter template* (maintained by HR through the campus OneDrive) and sends this to the candidate for signature acceptance of the position through DocuSign. A copy of the signed offer letter should be sent to [hr@uwgb.edu](mailto:hr@uwgb.edu). The administrative support staff will enter additional appointment information on the central temporary lecturer spreadsheet for coordinated entry between the department and HR office.
- 6. Welcome and I-9 Verification.** The dean/division head (or designee) should notify the new employee's unit chair/supervisor when the signed offer letter has been received. The unit chair/supervisor (or designee) is the responsible for establishing a "welcome" process including completion of the [Onboarding Checklist \(Faculty and Instructional Academic Staff\)](#).

Within three (3) days of the start of employment, the employee will need to bring their I-9 verification document(s) to the Office of Human Resources.

- 7. Network/E-mail/SIS Access.** Once the departmental sections on the temporary lecturer spreadsheet are completed and a signed offer letter is received by HR, email and network accounts will be created within approximately 3-5 business days, depending upon the appointment start date. Please submit the required information as soon as possible to ensure network access upon the first day of employment.