

FIG PROGRAM COMPENSATION POLICIES

Effective FY 2024-2025

First-Year Experience Seminars are 1-credit, fall term courses taught by faculty as part of the FIG Program.

COMPENSATION PAYMENT DETERMINATION

Faculty members who teach a FIG First-Year Experience Seminar must have a contractual agreement with their home department, school or college, stating whether the course will be taught as part of their regular teaching obligation (in-load), or in addition to their regular teaching responsibilities (over-load). *FIGs are typically taught as over-load.*

Faculty who teach in-load receive their regular salary, and their college or home department is directly reimbursed per the college's specific policy. Faculty who teach as over-load may choose to receive their compensation as professional development funds, as pay, or a combination of both. Overload is assumed unless the FIG Program is notified otherwise by the department.

COMPENSATION AMOUNT

Total compensation for teaching a First-Year Experience Seminar course is \$2,000 (+OPE* if taken as pay.) Faculty members co-teaching must share the compensation, and decide how the amount will be divided.

**OPE = "Other Payroll Expenses": University paid employee benefits. Actual rate depends on employee category – determined by Human Resource & Payroll departments.*

PERSONNEL DOCUMENTS

Home departments process all necessary payroll documents.

FUNDING TRANSFER

The funding transfer for compensation (including OPE when applicable) from the FIG Program to the faculty member's department or college will occur no later than the last day of the 3rd week of fall term.

The transfer of funds is dependent upon receipt of the following information:

- Pay preference from the faculty member (i.e., pay vs. professional development funds, or a combination of both)
- Index and activity code to receive the transfer from the department

PRO-TEM and VISITING FACULTY

Pro-tem faculty must be in their department's current hiring pool to avoid payment difficulties. Visiting or pro-tem faculty may not have access to a professional development fund, in which case, the instructor must take the compensation as pay.

Pro-tem and visiting faculty are paid according to policies determined by their departments/colleges. Faculty should check with their department for clarification and to ***verify status and FTE load.***

NON-TENURE TRACK FACULTY (NTTF)

Faculty who do not have a teaching contract with the academic department sponsoring their FIG First-Year Experience Seminar must work with the department to complete proper hire paperwork. An Overload Compensation form must be completed as well for any pay amount that puts an employee over 1.0 FTE. Additional information regarding this process can be obtained from Human Resources.

HELP/CONTACT INFORMATION

If you have questions about the compensation policies please contact:

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