

COMMON READING SIGNATURE SEMINAR PROGRAM COMPENSATION POLICIES

Effective FY 2016-2017

Common Reading Seminars are 3 or 4-credit courses taught by faculty in fall, winter and spring terms.

COMPENSATION PAYMENT DETERMINATION

Faculty members who teach a Common Reading 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).

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.

COMPENSATION AMOUNT

Total compensation for teaching a Common Reading Seminar course is \$8,000 (+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, including PERS contributions, Social Security, Medicare, Workers Compensation, etc. **Undergraduate Studies does not reimburse for health insurance, as this fixed expense is typically included in the beginning budget of the home department.*

PERSONNEL DOCUMENTS

Home departments process all necessary payroll documents.

FUNDING TRANSFER

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

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

- In-load/over-load designation
- Pay preference (i.e., pay vs. professional development funds, or a combination of both)
- Index and activity code to receive the transfer

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 Common Reading Signature Seminar course 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.

Processing RTO Paperwork for Common Reading Signature Seminar Faculty (as needed)

If processing RTO paperwork for faculty teaching a Common Reading Signature Seminar so that they may receive their payment as salary, please include the following information in the "internal comments" section of the RTO:

Common Reading Signature Seminars #160703

Job Group: 02N1

Census: 2200

The pool number changes each year. Please do **NOT** use your department's pool posting number to document the hire. No special notation is needed when processing the PRF.

HELP/CONTACT INFORMATION

If you have questions about the compensation policies please contact:

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