

Payroll Procedures for Faculty Salaries and Supplements

Faculty Base Salaries

Nine-month faculty are paid on a twelve-month basis unless other arrangements are requested and approved by the Vice President for Business and Financial Affairs. Once a payment arrangement selection is made, it cannot be changed until the beginning of the next academic year.

Contracts for nine-month faculty are generally updated in August. Mid-year contract compensation changes will affect remaining payments. Changes made to the full contract amount during the contract period will change future payments to ensure accuracy.

For those faculty who elect a nine-month arrangement and separate from employment at the end of the academic year, a lump-sum contract payment is due for the balance of the nine-month salary and is payable on the last payroll check.

Overloads

Payments for overload supplements are made in three installments per semester. For fall, payments are made on October 1, November 1, and December 1. For spring, March 1, April 1, and May 1. If an overload supplement request is delayed, the overload supplement will be spread over the remaining payment dates for the semester.

Independent Studies

Payments for independent study supplements that are \$300 or more are made in three installments per semester. For fall, payments are made on October 1, November 1, and December 1. For spring, March 1, April 1, and May 1. If an independent study supplement payment request is delayed, the payment will be spread over the remaining payment dates for the semester.

For independent study supplement payments below \$300, payment is made in one installment on December 1 in the fall or May 1 in the spring.

Payments for large class compensation supplements (for enrollment of over 40 students) and distance learning supplements will be paid according to independent study payment practices.

Adjunct Payments

Adjunct faculty are paid in three installments per semester. For fall, payments are made on October 1, November 1, and December 1. For spring, March 1, April 1, and May 1. If an adjunct payment request is delayed, the payment will be spread over the remaining payment dates for the semester.