

2026-27 Faculty Compensation Guidelines (Part-Time and Overload) for Fall and Spring

I. General

The following guidelines outline how part-time faculty and full-time faculty or exempt staff who teach on an overload basis will be compensated and the procedures that will be followed. These guidelines specifically apply to:

- Part-time faculty
- Full-time faculty or exempt staff

Minimum enrollment goals for courses taught on a part-time or overload basis are outlined in *Appendix A*.

These guidelines do not include compensation related to Dual Credit instruction. For questions regarding compensation related to Dual Credit, please contact the [EKU Dual Credit Office](#).

II. Hiring Procedure

Each college dean is responsible for the distribution of part-time funds allocated to their college. Department Chair offices are generally responsible for hiring part-time faculty and submitting part-time faculty contracts. Contracts are created through the Paperless Contract system in ECU Direct.

When hiring faculty, Eastern Kentucky University adheres to the credential requirements in [Policy 4.6.1, Determining Qualifications for Faculty Teaching Credit-Bearing Courses](#). For more information regarding faculty qualifications, see the [policies web page](#).

Department Chairs post part-time faculty positions (or establish a part-time faculty candidate pool) and recommend candidates for hire through OES. Background checks on new part-time faculty are completed once a candidate is selected for hire through OES. A part-time faculty contract may be initiated in the Paperless Contract system once the department has been notified of successful background check completion by the Office of Human Resources.

****Updated CVs and official transcripts must be requested and kept on file for all part-time faculty.**

NOTE: Any instructor not employed within the last year must be processed via OES and complete employment paperwork in the Division of Human Resources on/before the first day of work before compensation can be distributed.

III. Part-Time Faculty Workload and Compensation

Part-Time Faculty Teaching Load – As indicated in [Academic Regulation 4.6.13: Adjunct Faculty Appointments](#), part-time faculty may be hired for a maximum of nine (9) credit hours or the equivalent in the fall, spring, and summer semesters and a maximum of three (3) credit hours for the winter term. The maximum load includes all workload assignments at EKU. Requests for exceptions to the maximum credit hours must receive prior approval from the appropriate college dean and the Provost.

- a. **Base Stipend** – Part-time pay rates are included in the university operating budget that is approved annually by the Board of Regents. Any changes to part-time pay rates will be announced for the upcoming academic year by the Provost. The Faculty Compensation Schedules in *Appendix B and Appendix C (for extended campuses)* should be used to determine compensation for part-time assignments. Salaries for part-time instructors are based on the highest degree held in the field of teaching. EKU Online compensation schedule in *Appendix B* should be used to determine compensation for all On-Line campus assignments.

IV. **Facilitator Guidelines** – Facilitators assignments are based on course enrollment levels. For thresholds, timing, and process please see *Appendix E*.

V. Workload and Compensation for Overloads for Full-time Faculty and Exempt Staff Teaching

a. Overloads for Full-Time Faculty

Teaching overloads are not permitted for full-time faculty except in situations where student needs are not being met. In such cases, no more than one class (or three-hour equivalent) overload will be permitted each semester for the fall and spring semesters. No overloads are permitted for the summer or winter terms. Overloads must be justified in writing by the Department Chair and approved by the College Dean and the Provost. Requests for overloads should be submitted to the Provost Office no later than two weeks prior to the start of classes. It should be noted that teaching overloads in some disciplines are prohibited by their accrediting agencies.

b. Staff Overloads for Exempt Employees

Although contract staff and classified personnel are expected to devote their energy to fulfilling assigned duties, exempt employees who do not have teaching duties as part of their normal assignment may teach for the University when there is sufficient student enrollment and demonstrated need. In such cases, exempt staff may be approved to teach one course (up to three credit hours) in each term. (Online or other non-traditional courses, including facilitating a course, are considered the same as a traditional course.)

- c. **Administrators/Staff** – All full-time administrators/staff who teach courses during work hours will do so as part of their normal responsibilities and not for extra salary compensation. For classes taught outside work hours, administrators/staff can be paid the overload rate.
- d. **Overload Compensation** – The Overload Compensation Schedules *in Appendix B and Appendix D (for extended campuses)* should be used to determine compensation for faculty and staff overload assignments. Salaries for instructors teaching on an overload basis are based on the highest degree held in the field of teaching for Main campus, but not On-Line.

V. Timeline

Contracts must receive all necessary approvals in the Paperless Contracts system by the payroll deadline to meet the first payroll of the term. The contract system has automatic cutoff dates built in which are the 6th and 21st each month. Meaning, if the contract is completed by the 6th, the contract will process (as long as HR has their new hire paperwork) and begin payment on the 15th that same month. If the contract is completed by the 21st, the contract will process for payment on the 30th that same month. The Winter term is the only exception because Payroll processes earlier than the 21st due to the long break.

VI. Additional Compensation: Travel Expenses

Per [Regulation 6.1.3, Travel Requirements and Procedures](#), travel to/from home and the faculty member's regular university workstation is not a reimbursable expense. Full-time faculty members who travel from their regular university workstation to teach at another ECU teaching site may be reimbursed in compliance with Regulation 6.1.3. Part-time faculty will not be reimbursed for commuting to an ECU teaching site. Full-time and part-time faculty will not be reimbursed for meals if travel time is required to get to an ECU teaching site. For more information regarding the travel regulation, go to the [policies web page](#).

VII. Course by Special Arrangement & Independent Study

- a. **CBSAs** – A Course by Special Arrangement (CBSA) may be employed in rare instances to help a student fulfill a degree requirement during a term or at a time when the course is not scheduled. CBSAs should meet all of the following requirements:
 - The student should be pending graduation in the last two terms the course is to be offered.
 - The CBSA should be a degree requirement that cannot be fulfilled by any other mechanism such as a course substitution or an independent study.
 - Extreme scheduling conflict prevents the student from completing the course during regular course rotation and no substitution is appropriate or available.

- b. CBSA Petition Process** – The CBSA Petition Form should be completed and approved prior to the semester during which the CBSA is to be offered. THE CBSA must be signed by the student, instructor, department chair, and dean of the college in which the course is offered. The student’s degree audit must be signed by the student’s advisor and attached to the request.
- c. Compensation for CBSAs** – The compensation rate for faculty teaching a CBSA is \$100 per credit hour. Faculty compensation is to be submitted on the Additional Assignment Request Form after the course has been completed. The Additional Assignment Request Form must be signed by the instructor, budget head, department chair and college dean in which the course is offered, and the Provost. Additional Assignment Request Forms for CBSAs should include a copy of the approved CBSA, including degree audit, and the student’s final grade.
- d. Independent Study** – Independent Study Courses enable students to pursue study of a topic of special interest under the supervision of a full-time faculty member. Independent Study Proposal Forms for graduate and undergraduate coursework can be found on the [Registrar’s Forms Page](#). There is no additional compensation/release for faculty members supervising Independent Study Courses. To review the policy related to Course by Special Arrangement and Independent Study, [see 4.3.13P, Course by Special Arrangement, on the Policy Web Page](#).

Appendix A –

Specialty Courses

Courses capped on the basis of accreditation body requirements or other factors may be able to use that cap for determining appropriate course capacity with the approval of the chair and dean. Where appropriate, specialty courses such as co-ops and internships will be compensated at a rate of \$300 per student. A list of specialty courses can be found below.

<u>Specialty Courses by Schedule Type</u>
➤ Laboratory/Experiential Learning Course. <i>Section is linked to a lecture section with the same prefix and number. “LAB” appears as part of the section title. Does not carry credit hours. Students do not receive a separate laboratory grade. Content may be delivered as a traditional face-to-face course, 100 percent online, web-blended, e-presence, or mixed mode.</i>
➤ Applied Music. <i>Content may be delivered face-to-face, web-blended, e-presence, or mixed mode.</i>
➤ Studio Courses. <i>Content may be delivered face-to-face, web-blended, e-presence, or mixed mode.</i>
➤ Thesis/Capstone/Dissertation. <i>Applied learning experience.</i>
➤ Co-op. <i>Applied learning experience.</i>
➤ Clinical Lab Experience. <i>May be a co-requisite to a lecture course. Each section has credit hours associated and students receive grades. (e.g. nursing hospital clinical, student teaching, etc...)</i>
➤ Exit Exam/Thesis Defense/Dissertation Defense/Etc. <i>Sections carry zero credit hours.</i>
➤ Internship. <i>Applied learning experience.</i>
➤ Practicum. <i>Applied learning experience.</i>

Extended Campus

Extended Campus classes are normally expected to meet a minimum of 10 students, unless exceptions are approved by the college dean. However, before canceling classes with low enrollments that are offered at the extended campus centers (Corbin, Manchester, etc.), department chairs are requested to contact the extended campus director to determine if minimum enrollment goals can be reached.

If an extended campus director thinks the minimum enrollment for the course can be reached, the chair will allow a reasonable amount of time before canceling the class. If a class is cancelled because a qualified instructor is not available, the center director may be able to assist in locating a qualified instructor.

Appendix B – Faculty Compensation Schedule (Main & On-Line)

Assignment Type	Course Level	Bachelor Degree	Master Degree	Doctoral Degree
Part-Time Faculty (Main Campus)	Undergraduate	\$ 2,319.00	\$ 2,871.00	\$ 3,533.00
Part-Time Faculty (Main Campus)	Graduate (Master's)	N/A	\$ 2,870.00	\$ 3,533.00
Part-Time Faculty (Main Campus)	Graduate (Doctoral)	N/A	\$ 2,870.00	\$ 3,533.00
Overload Faculty/Exempt Staff (Main Campus)	Undergraduate	\$ 2,100.00	\$ 2,600.00	\$ 3,200.00
Overload Faculty/Exempt Staff (Main Campus)	Graduate (Master's)	N/A	\$ 2,600.00	\$ 3,200.00
Overload Faculty/Exempt Staff (Main Campus)	Graduate (Doctoral)	N/A	\$ 2,600.00	\$ 3,200.00
EKU Online Instructor	Undergraduate	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
EKU Online Instructor	Graduate	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
EKU Online Facilitator	Undergraduate	\$ 3,050.00	\$ 3,050.00	\$ 3,050.00
EKU Online Facilitator	Graduate	\$ 3,050.00	\$ 3,050.00	\$ 3,050.00
Course by Special Arrangement (CBSA)	\$100 per credit hour			

All compensation rates are calculated based on a three-hour course.

Appendix C – Part-Time Faculty Compensation Schedule (Extended Campuses)

Undergraduate Courses									
Enrollment	3	4	5	6	7	8	9	10	
Bachelors-Level Faculty*	\$696	\$927	\$1,159	\$1,391	\$1,623	\$1,855	\$2,087	\$2,319	
Masters-Level Faculty*	\$861	\$1,148	\$1,435	\$1,722	\$2,009	\$2,296	\$2,584	\$2,871	
Doctoral-Level Faculty*	\$1,060	\$1,413	\$1,766	\$2,120	\$2,473	\$2,826	\$3,179	\$3,533	
Graduate Courses (Master's)									
Enrollment	3	4	5	6	7	8	9+		
Masters-Level Faculty*	\$1,076	\$1,435	\$1,794	\$2,153	\$2,512	\$2,870	<i>Minimum Enrollment Reached</i>		
Doctoral-Level Faculty*	\$1,325	\$1,767	\$2,208	\$2,650	\$3,092	\$3,533			

All compensation rates are calculated based on a three-hour course offered at an extended campus. Does not apply to On-Line Campus.

*Salaries for part-time instructors are based on the highest degree held in the field of teaching.

Appendix D – Overload Compensation Schedule for Full-Time Faculty and Exempt Staff Teaching (Extended Campuses)

<u>Undergraduate Courses</u>								
Enrollment	3	4	5	6	7	8	9	10
Bachelors-Level Faculty*	\$630	\$840	\$1,050	\$1,260	\$1,470	\$1,680	\$1,890	\$2,100
Masters-Level Faculty*	\$780	\$1,040	\$1,300	\$1,560	\$1,820	\$2,080	\$2,340	\$2,600
Doctoral-Level Faculty*	\$960	\$1,280	\$1,600	\$1,920	\$2,240	\$2,560	\$2,880	\$3,200
<u>Graduate Courses (Master's)</u>								
Enrollment	3	4	5	6	7	8	9+	
Masters-Level Faculty*	\$975	\$1,300	\$1,625	\$1,950	\$2,275	\$2,600	<i>Minimum Enrollment Reached</i>	
Doctoral-Level Faculty*	\$1,200	\$1,600	\$2,000	\$2,400	\$2,800	\$3,200		

All compensation rates are calculated based on a three-hour course offered at an extended campus. Does not apply to On-Line campus.

*Salaries for instructors are based on the highest degree held in the field of teaching.

Appendix E– Facilitator Assignment Guidelines (Effective Fall 2026)

Facilitator Assignment Process

Facilitator assignments are based on course enrollment levels in the table below, and may be assigned and contracted once the applicable enrollment threshold has been reached. For the start of each semester, facilitator eligibility will be determined using official enrollments as of the Friday prior to the first day of classes. Departments are expected to monitor enrollments throughout the registration period and manage facilitator assignments accordingly. Once a facilitator has been assigned and contracted, the facilitator will not be removed solely due to subsequent enrollment decreases. If enrollment increases between the Friday prior to classes and the end of the add/drop period and reaches the next facilitator threshold, an additional facilitator may be assigned and contracted at that time. Any exceptions to these guidelines require approval from the Provost.

FAQs

When are facilitator decisions finalized?

Initial facilitator assignments are determined using official enrollments as of the Friday prior to the first day of classes.

What happens if enrollment drops after a facilitator is assigned?

Once a facilitator has been appropriately assigned and contracted based on the required threshold, the facilitator will not be removed due to subsequent enrollment decreases.

What happens if enrollment increases after classes begin?

If enrollment increases during the add/drop period and reaches the next facilitator assignment threshold, an additional facilitator may be assigned and contracted.

Can facilitators be assigned before the threshold is met?

No. Facilitators may only be assigned when the applicable enrollment threshold has been reached.

FACILITATOR THRESHOLDS

Facilitators	Undergraduate Enrollment	Graduate Enrollment
1	57	49
2	92	79
3	127	109
4	162	139
5	197	169
6	232	199