

COLLEGE OF EDUCATION GUIDELINE

Policy Title: Lecturer and Overload Pay

Policy Number: 05-2-01

Functional Area: Finance

Effective: July 1, 2024
Supersedes: All previous

Approved by: Interim Dean Joe Wehrman
Date Approved: October 1, 2024

Responsible Office: Finance and Administration
Policy Primary Contact: Finance and Administration Manager

Applies to: College of Education

A. INTRODUCTION

This guideline is designed to create a pay structure for lecturers, faculty, and staff when teaching a regular course or overload. Payments must be made for lecturers and overloads, and the amounts must be set.

B. POLICY STATEMENT

Payments are based on a 3-credit hour course with a minimum of 12 students enrolled. Faculty teaching one course during the summer are supported and encouraged to do so if desired. Two courses during the summer should be given thought and discussed with the Department Chair. Teaching three courses in the summer is discouraged and requires approval from the Dean.

1. UCCS Faculty and Staff will earn the following amount for an overload:

- Fall, Spring: \$4,500
- Summer: \$4,500
- Pro-rating will occur if the course enrollment is less than 12 and if the course is not cancelled.

2. Lecturers who are not otherwise employed at UCCS will earn the following amount:

- Fall, Spring, or Summer = \$3,000
- Pro-rating will not occur if the course enrollment is less than 12, but cancelling the course is possible

3. United States Air Force Academy (USAFA) lecturers:

- Fall, Spring, or Summer = \$4,000 credit

4. If 2 instructors are co-teaching one course together, each person will earn half of the regular pay, unless approved by the Department Chair and the Dean.

5. Supervision pay structure is documented in a separate operating guideline.

6. Course Cancellations

- Cancellations should be made at least 2 weeks prior to the course start date
- If a course taught by a lecturer is cancelled less than 2 weeks prior to the course start date, \$500 will be paid to the lecturer as compensation for course preparation.
- Department Chair and/or Dean can cancel a course at their discretion

Notes

1. History:
Initial guideline approval October 1, 2024 by Interim Dean Joe Wehrman