

**APR 12:
Faculty Appointments and Compensation**

*January 10, 2012 *(rev. 2015)*

I. Appointments and Compensation

A. Full-Time Faculty

1. Definition

Full-time faculty hold an academic year appointment, receive full benefits and teach the equivalent of 24 undergraduate credits in the academic year [Note: reassigned time for research and service may count toward the 24 credit load factor]. They may be hired on either a tenure track or non-tenure appointment.

2. Compensation

a. Regular Pay

Full time faculty are paid according to the university's compensation practices. Individual salaries are based upon both individual merit and disciplinary market conditions. The university uses CUPA and AAUP data as guidelines to set salary using a norm group of faculty from comprehensive universities having similar budgets within the same geographical region. In addition, disciplines may use professional norms to establish pay ranges (e.g. AACSB). Note: Salaries from business and industry are not considered.

b. Courses Taught Outside of Load through Distance Learning, Summer School and On-Line Bridge Program

Faculty are compensated on a per credit hour basis for all courses taught outside of their normal load using the scale below. Faculty should check with Educational Outreach to obtain more detailed guidelines on compensation and enrollment requirements including minimum enrollment levels, enrollment caps, and compensation for excess enrollment.

**NOTE: Updated for Summer 2015 - Summer Session compensation guidelines are detailed in APR 19.*

Full-Time Faculty	
Instructor/lecturer	\$900
Assistant Professor	\$1,000
Associate Professor	\$1,125
Full Professor	\$1,250
Visiting Professor	Variable (See Educational Outreach)

Emeritus Professor

Variable (See Educational Outreach)

When market conditions demand, deans may recommend to increase the credit hour rate to an additional \$500 per credit hour, excluding retired faculty, for whom the rate is \$350 per credit.

When faculty teach very large sections (e.g. 150 students), deans may pay a rate consistent with the load factors stated in the faculty guide.

3. Tenure Track (See the Faculty Handbook, section 4.0)

A. Professor¹

Possesses a doctorate or the highest degree normally earned in the field and a level of scholarship in the judgment of one's peers to merit the rank of professor. Ten years of college level teaching experience, including five years at the rank of associate professor, are normally required.

B. Associate Professor¹

With a doctorate or the highest degree normally earned in the field, five years of teaching experience at the college level at the rank of assistant professor are normally required. With less than the highest degree, nine years of teaching experience at the college level, including six years at the rank of assistant professor, are normally required.

C. Assistant Professor

With a doctorate or the highest degree normally earned in the field, teaching experience is not required. With less than the highest degree, three years of college-level teaching experience or six years of other appropriate teaching and professional experience are normally required.

¹Under exceptional circumstances the rank may be awarded to individuals who do not possess the terminal degree but who have achieved a level of prominence through their work in the discipline/profession.

4. Non-Tenure Track

Full-time non-tenure track appointments are most often made at the rank of lecturer and instructor, but may also include advanced ranks. In addition, qualified visiting professors may be offered a rank commensurate with their qualifications. Each of these appointments is for a definite term without the expectation of continuation. The parameters for each of these appointments are described below.

A. Lecturer – teaching only

With at least a Masters degree, lecturers are hired for the sole purpose of teaching 12 hours in a semester and are paid 90% of the instructor base salary

range as listed in the faculty compensation model. There are no service or research expectations and lecturers are only assigned duties appropriate to the teaching assignment.

B. Instructor

Instructors are expected to teach 12 hours in a semester and perform other departmental service duties such as curriculum development and student advisement. Although most appointments carry a 12 hour teaching load, some instructors may be assigned other duties in lieu of teaching when approved by the dean. Instructors are paid according to the faculty compensation model.

C. Fixed Term Position with the rank of Instructor, Assistant, Associate or Full-Professor

Departments may offer fixed term positions at the rank of assistant, associate or full-professor depending upon the qualifications of the candidate. Ranks of assistant through full professor for fixed term positions (including endowed professors) require equivalent qualifications to tenure track positions. The job duties are left open to allow department heads and deans the flexibility to hire individuals to serve unique needs or to take advantage of unusual opportunities. Therefore, faculty may be hired solely to teach, conduct research, or perform any combination of two of the three categories of faculty work: teaching, scholarship, and service. Individuals on fixed term appointments are paid according to the faculty compensation model. Fixed term positions may span a term of one semester, an academic year, or multiple years, the length of term being specified in the contract to the faculty member. (See APR 11 on Fixed Term Contracts).

D. Visiting Professor

A visiting professor is the designation given to an individual who occupies a permanent tenure track line while it is vacant. It is a full-time, fixed term appointment for a semester or academic year that may be at any rank, instructor through full professor depending on qualifications of the individual. The job duties are left open to allow department heads and deans the flexibility to hire individuals to serve unique needs or to take advantage of unusual opportunities. Therefore, faculty may be hired solely to teach, conduct research or any combination of the two. Visiting professors are paid according to the faculty compensation model.

The university may host exchange professors from partner institutions abroad. These exchanges are coordinated by the academic department and the International Office, and may be for a short term (one to three weeks) or for a semester or year. Typically these professors are provided housing through the International Office, but do not receive additional compensation or benefits paid by the University.

5. Adjunct Faculty

Adjunct faculty are defined as those individuals whose faculty load is less than 1.00 FTE as described in section I above. Most typically, adjunct faculty are employed to teach one or more courses a term., but may carry other instructional duties besides teaching (e.g. advisement). Adjunct faculty may be hired on a semester or academic year basis. To remain an adjunct, they must teach less than 12 credits (or its equivalent) in a semester. Adjunct faculty may be granted a faculty rank when merited by the individual's credentials and in the best interest of the university. Although adjunct faculty are usually individuals external to the university, the category also includes university employees and retired faculty. When employees serve as adjunct faculty, they must teach the course outside their regular working hours or use vacation time. Adjunct faculty are paid per credit hour according to the following scale:

Adjunct Faculty

Doctoral degree or equivalent	\$1,000
Master's degree or Specialist	\$900

When market conditions demand, deans may increase the credit hour rate.

However, deans may not pass these costs on to the provost or Educational Outreach. When faculty teach very large sections (e.g. 150 students), deans may pay a rate consistent with the load factors stated in the faculty handbook.

6. Affiliate Faculty (Unpaid)

Affiliate appointments to the faculty may be made to individuals who provide ancillary services to the University's instructional program but who are not regular employees of Western Carolina University. Ordinarily, such individuals are employed and paid directly by another institution or agency with which Western Carolina University maintains an affiliation for purposes related to the instructional program of one or more departments.