

## **Part-Time Faculty Additional Compensation (“Day Rate”) Policy** **Updated 1/4/18**

### **Eligibility**

All part-time faculty are eligible to receive additional compensation for work completed outside the scope of their teaching responsibilities. A list of teaching responsibilities for part-time faculty can be found in the documents listed below, which are available on the [Part-Time Faculty Dashboard](#):

- [Terms and Conditions for Multi-Year Contracts for Lecturers](#)
- [Terms and Conditions for Multi-Year Contracts for Adjunct Faculty](#)

Part-time faculty are eligible for additional compensation for participating in the following activities upon approval from their Department Chair/Director/faculty administrator. Prior approval from the Dean’s Office is not necessary in these instances:

- Departmental meetings in addition to those required in the contract
- Graduate student admission interviews
- Graduate portfolio reviews
- Departmental student exhibitions
- Undergraduate BFA show critiques
- Critique participation

All other assignments must be approved by the Department Chair/Director and the Dean of Administration, Budget, and Planning before the work occurs.

### **Additional Compensation Amount**

SAIC will pay additional compensation of \$250 to a part-time faculty member for an 8 hour work day. If a part-time faculty member works at least 4.5 hours in a day, SAIC will honor the the day rate of \$250. If a part-time faculty member works less than 4.5 hours in a day, SAIC will pay \$125.

### **Exceptions**

This policy does not apply to the following situations which have separate and distinct policies and procedures:

- Substitute teaching
  - [http://www.saic.edu/media/saic/pdfs/faculty/SUBSTITUTE-POLICY\\_PROTOCOL-2016.pdf](http://www.saic.edu/media/saic/pdfs/faculty/SUBSTITUTE-POLICY_PROTOCOL-2016.pdf)
- National Portfolio Day and Conversion Events
  - These events are managed by the Vice President of Enrollment Management
- Independent Studies
  - [http://www.saic.edu/media/saic/pdfs/faculty/ISP\\_POLICY\\_FACULTY\\_17\\_18v2.pdf](http://www.saic.edu/media/saic/pdfs/faculty/ISP_POLICY_FACULTY_17_18v2.pdf)
- Part-Time Liaisons
  - <http://www.saic.edu/media/saic/pdfs/faculty/PT-Liaisons-&-PT-Council.pdf>