

FAQs: AY20-21 Course Cancellations and How They Affect Part-Time Faculty Paychecks and Benefits

How are faculty paychecks adjusted when courses are cancelled?

When classes get cancelled during the term of your letter of appointment, your pay going forward after the cancellation is calculated based on two factors: 1) how much of your total pay for the remaining classes is left and 2) how many payments you have left on your letter of appointment. All owed money is equally spread across the remaining pay dates. For a detailed example, refer to the example section at the end of this document.

What adjustments have been made to adjunct benefits-eligibility during AY20-21?

- If an adjunct faculty member drops below 2 courses due to their classes being cancelled for low enrollment in AY20-21, they will still be benefits-eligible. This includes any adjunct faculty member whose course load drops to zero courses due to low enrollment.
- If an adjunct faculty member is granted an unpaid leave of absence by the Dean of Faculty, either for one semester or for the entire academic year, they continue to be benefits eligible for up to 12 months.
- If an adjunct faculty member chooses to teach less than 2 courses during the academic year, they will not be benefits-eligible.

How do I pay for benefits if I have no paycheck due to course cancellations?

If you are a benefits-eligible Adjunct faculty member and you are not receiving a paycheck, whether you're on an approved unpaid leave of absence or your courses are cancelled due to under-enrollment, you remain benefits-eligible for the duration of the 12-month term of your letter of appointment.

If you are not receiving pay from which to make your benefits deductions, you are able to pay the School directly for your portion of monthly benefits (the same amount that would come out of each paycheck). You may contact Charles Wolske in our Benefits department and he will provide you with payment amounts, due dates, and how to submit payment. He can be reached at cwolske@artic.edu.

Example: How are faculty paychecks adjusted when courses are cancelled?

A lecturer with a Fall letter of appointment is scheduled for 3 classes at \$5,656 per class, for a total of \$16,968. There are 8 payments on a Fall letter of appointment (8/31-12/15), so paychecks would be \$2,121 before withholdings. If one class is cancelled on September 16, your total pay adjusts to \$11,312 (2 classes at \$5,656). You were already paid a total of \$4,242 on the 8/31 and 9/15 paychecks, so the remaining amount to be paid is \$7,070. There are six

paychecks left on the contract (9/30-12/15) so the remaining \$7,070 is averaged out across those checks, \$1,178.33 per check. This example is also illustrated in the chart below.

Pay Date	Projected pay based on original letter of appt for 3 courses	Adjusted pay if one course is cancelled on 9/16
8/31	\$2,121.00	\$2,121.00
9/15	\$2,121.00	\$2,121.00
9/30	\$2,121.00	\$1,178.33
10/15	\$2,121.00	\$1,178.33
10/31	\$2,121.00	\$1,178.33
11/15	\$2,121.00	\$1,178.33
11/30	\$2,121.00	\$1,178.33
12/15	\$2,121.00	\$1,178.35
Total	\$16,968.00	\$11,312.00

Adjunct faculty revisions are treated the same as above except letters of appointment cover 12 months, with 24 pay periods (8/31-8/15 of the following year). Classes that are cancelled in Fall OR Spring affect the total pay and all paychecks through the end of the term of your letter of appointment.

Questions? Contact Faculty Employment Resources at saic-fer@saic.edu.