

**Austin Peay State  
University**

**Adjunct Compensation, and Extra Compensation for  
Services Rendered During Summer Sessions and  
Intersession Terms**

**Issued:** May 17, 2022

**Responsible Official:** Provost and Senior Vice President for Academic  
Affairs

**Responsible Office:** Academic Affairs

**POLICIES**

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**Policy Statement**

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It is the policy of Austin Peay State University to fairly compensate employees.

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**Purpose**

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To accommodate student success, APSU recognizes that faculty and staff (when providing teaching, research or service) serve important roles outside of the typical fall and spring academic year and other common contract-based models. This policy provides general provisions to fairly compensate APSU employees serving in temporary capacities during summer terms, intersession (i.e., Wintermester), and other times outside of the typical academic year. Also, APSU recognizes that circumstances may arise beyond reasonable control that requires additional teaching and services to be rendered by APSU employees resulting in definable circumstances of overload requiring extra compensation.

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**Procedures**

- Adjunct Pay
- Extra Compensation
- Summer Session (includes Maymester) and Intersession (i.e., Wintermester)

**Links**

- APSU Policy 2:046
- APSU Policy 2:049

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## Procedures

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### Adjunct Pay

#### Part-Time Faculty

The level of regular compensation for faculty in this category will have a single minimum rate per teaching load credit hour set on an annual basis by the Provost. Any pay rate above this minimum must be approved by the Provost in advance and the written justification for the proposed increase should be based on factors such as experience and field of expertise.

### Extra Compensation

#### A. General Provisions

1. Compensation for services provided during intersession, summer session and other times outside the typical academic year will be paid according to the Teaching Load Credit Guidelines established by the Provost. (See APSU Policy 2:046).
2. Extra compensation is used primarily for non-credit work, public service activities of the institution, research or other professional services performed under sponsored agreements, or in extraordinary circumstances - for credit courses. Each instance of extra compensation must receive prior approval before any such activities are to occur. Only the President or Provost, or their designee, may approve activities that require extra compensation. It is APSU's position that extra compensation is to be a non-regular occurrence.
3. Extra compensation is not intended for those regularly scheduled, recurring credit or non-credit courses which should be planned and budgeted as a regular part of the faculty teaching load.
4. Full-time faculty or staff may be assigned to teach credit courses for extra compensation on an exception basis to cover unexpected and unplanned staffing vacancies or credit course offerings. Every effort should be made to plan credit course offerings within the teaching load assignments of the regular full-time or adjunct faculty.
5. Exceptions to this policy may be granted by the appropriate division head for appropriate and documented cause on a case-by-case basis. Exceptions must not exceed one semester in duration. Exceptions to this policy which, by plan, will exceed one semester in duration must be approved in advance by the APSU President or Provost.

6. Advanced approval to pay extra compensation to eligible employees must be obtained by written request. All employees must obtain approval from their current supervisor before accepting employment requiring extra compensation. After supervisory approval has been obtained, a written request should be submitted using the Temporary Help Pay Authorization Form or the Request for Extra Compensation Form as appropriate. The appropriate request form will be initiated by the employing office and sent for approval through the appropriate chain of command with the final approval by the Provost. Funding must be budgeted in the appropriate account to support the request.
- B. The below considerations govern the use of extra compensation for staff:
1. The services are performed in addition to the employee's fulltime workload and entirely outside of his/her scheduled work hours or while on annual leave. Any department that wishes to employ a permanent non-exempt staff member for extra compensation must first coordinate with the Human Resources Office to determine if overtime is applicable and the appropriate rate of pay.
  2. Qualified adjunct faculty or other assigned personnel are not readily available to perform the required work.
  3. The additional duties will not interfere with the performance of regularly assigned responsibilities and duties.
  4. Extra compensation for services rendered by an APSU employee to another state agency or to another public institution of higher education, while within the scope of the APSU employee's assigned duties, will be paid by the contracting agency to APSU for distribution to the APSU employee. In this situation, a Dual Services Agreement must be completed.
- C. Rates of Extra Compensation are subject to the following limits
1. Full-time faculty or staff may not receive extra compensation for more than eight (8) teaching load credits per academic year.
  2. Full-time faculty or staff on fiscal year contracts may not receive extra compensation which exceeds 20% of full fiscal year salary. Longevity pay is excluded from the extra compensation limit.
  3. Full-time faculty or staff on academic year contracts may not receive extra compensation which exceeds 25% of academic year salary within the typical academic year. Longevity pay is excluded from the extra compensation limit. (Summer and intersession extra compensation are not included in this calculation.)

**Summer Sessions and  
Intersessions**

APSU recognizes and considers all summer session(s) and intersession(s) assignments of faculty as separate assignments from academic year appointments and with no guarantee of occurring. Colleges and/or departments shall provide means for assuring equity among faculty in summer course assignments, such equity being subordinate to the curricular needs of APSU.

Compensation for faculty assignments during summer sessions and intersessions should be a factor of the regular academic year salary which takes into account the nature and extent of the duties and responsibilities involved in these separate appointments. To provide for such appropriate levels of compensation for faculty service during summer sessions and intersessions, APSU provides the below general categories. Should a faculty member be in more than one category listed below, the sum of compensation from all categories cannot exceed 33.3 percent of the academic year salary during summer sessions and intersessions.

Category A: Regular and continuing academic year faculty (including anticipated temporary continuing faculty) who serve the institution as teaching faculty during summer sessions and intersessions.

Faculty in this category shall be compensated at the rate of 1/32 of their academic year salary per semester hour of teaching load credit. The maximum summer and intersession pay may not exceed 33.3 percent of the preceding academic year salary and may not exceed 10.66 semester hours for the summer term. Any exceptions to the above must be approved by the Provost. For intersessions, a faculty member cannot exceed 4 workload credits without approval from the Provost.

Category B: Regular and continuing academic year faculty who serve under sponsored contracts for research and other professional services between academic years.

Compensation for employees in this category shall not exceed 33.3 percent of the academic year salary. If the faculty member works on a part-time basis on a sponsored contract project, the pay should be adjusted accordingly.

Category C: Division/Department Chairs on an academic year appointment.

The level of compensation for these administrators should be commensurate with the duties assigned following Policy 2:049.

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**Links**

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**APSU Policy 2:046**      <https://www.apsu.edu/policy/faculty-workload-2046>  
**APSU Policy 2:049**      <https://www.apsu.edu/policy/chairs-directors-2049>

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**Revision Dates**

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APSU Policy 2:048– Rev.: May 17, 2022  
APSU Policy 2:048– Rev.: March 26, 2020  
APSU Policy 2:048 (previously 5:028) – Rev.: April 18, 2017  
APSU Policy 2:048– Rev.: June 7, 2006  
APSU Policy 2:048– Issued: November 24, 2003

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**Subject Areas:**

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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**Approved**

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President: signature on file

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