COMPENSATION DETERMINATION

Faculty members may teach a First-Year Programs course as part of their regular teaching obligation (in-load), if that arrangement has been made with the home department, school, or college. For those teaching in-load, the compensation is paid directly to the college or home department per its specific policy.

Faculty members who teach a First-Year Programs course in addition to their regular teaching responsibilities (over-load) may choose to take their compensation as either professional development funds or as pay.

COMPENSATION AMOUNTS

FIG College Connections
College Connections is a 1-credit, fall term course taught by faculty as part of the FIG Program. Total compensation for teaching a College Connections course is $2,000 (+OPE* if taken as pay.) Faculty may also choose to take part of the compensation as pay, and part of the compensation as professional development funds. Faculty members co-teaching must share the compensation, and decide how the amount will be divided. FIGs are typically taught over-load.

Freshman Seminars
Freshman Seminars are 3 or 4-credit courses taught fall, winter, or spring term. When taught in-load: instructors receive their regular salary for teaching the course. The instructor’s home department or college is reimbursed $8,000 + OPE*. Faculty members co-teaching must share the compensation, and decide how the amount will be divided between their departments.

When taught over-load: instructors receive total compensation of $8,000 (+OPE* if taken as pay.) Instructors may also choose to take part of the compensation as pay, and part of the compensation as professional development funds. Faculty members co-teaching must share the compensation, and decide how the amount will be divided.

Contractual agreements for teaching a Freshman Seminar need to be discussed and agreed upon by the department and the faculty member(s) teaching.

* OPE = “Other Payroll Expenses,” expenses that the University (through departments) pay for faculty employment. This includes: PERS contributions, Social Security, Medicare, Workers Compensation, etc. OPE paid by First-Year Programs does not include health insurance, as this expense is typically included in the beginning budget of the home department.

PERSONNEL DOCUMENTS
Home departments process all necessary payroll documents.
**ADJUNCT and VISITING FACULTY**

Adjunct faculty must be in their department’s current hiring pool to avoid payment difficulties. Visiting or adjunct faculty may not have access to a professional development fund. In this case, the instructor must take the compensation as pay.

Adjunct and Visiting Faculty are paid according to policies determined by their departments/colleges. Faculty should check with their department for clarification and to verify status and FTE load.

**Non-Tenure Track Faculty (NTTF)**

Faculty who do not have a teaching contract with the academic department sponsoring their FYP course must work with the department to complete proper hire paperwork. An Overload Compensation form must be completed as well for any pay amount that puts an employee over 1.0 FTE. Additional information regarding this process can be provided by Human Resources.

**Processing RTO Paperwork for Freshman Seminar Faculty (as needed)**

If processing RTO paperwork for faculty teaching a Freshman Seminar so that they may receive their payment as salary, please include the following information in the “internal comments” section of the RTO:

- Freshman Seminars #150107
- Job Group: 02N1
- Census: 2200

The pool number changes each year. Please do NOT use your department’s pool posting number to document the hire. No special notation is needed when processing the PRF.

**FUNDS TRANSFER**

The transfer of the compensation from First-Year Programs to the faculty member’s department or college will occur no later than the last day of the 3rd week of the term in which the faculty is teaching.

The transfer of funds is dependent upon receipt of the following information:

- In-load/over-load designation
- Index and activity code to receive the transfer
- Pay preference (i.e., pay vs. professional development funds, or a combination of both)

**HELP/CONTACT INFORMATION**

If you have questions about the compensation policies described in this handout, please contact:

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