

This message is sent on behalf of Jeremy Haefner, Provost and Senior Vice President for Academic Affairs

Colleagues,

During the 2012-2013 academic year and in preparation for the start of semesters this fall, I asked a team that included personnel from RIT's Human Resources and Academic Affairs to recommend a strategy for RIT's quarter-to-semester adjunct compensation conversion. The objective of such a strategy is to ensure our ability to remain competitive by attracting and retaining qualified adjunct faculty at RIT. The team researched approaches used by other Rochester area institutions, as well as our peer universities to arrive at their recommendations.

Guiding principles

With my concurrence, the team used the following key principles to guide their work. RIT will at a minimum:

1. Maintain a competitive position within the local labor market.
2. Provide equity moving from quarters to semesters.

The multiplying factor to convert quarter credit hours to semester credit hours is 2/3. As a result, three 4 quarter-credit-hour (QCH) courses are equivalent to two 4 semester-credit-hour (SCH) courses. It follows that there will be higher compensation rates per SCH as compared with its corresponding QCH.

3. Provide colleges with the range of adjunct rates of pay based on SCHs in order to allow flexibility to account for professional experience and other factors.

Based on these principles, the team recommended, and I approved the 2013-2014 adjunct compensation rates. These rates were shared with the colleges in a memorandum distributed in May and which also indicated that, in some cases, exceptions would be approved.

Contact Hours

In an effort to standardize adjunct compensation schedules across the university, I also instructed those departments that have traditionally used *contact hours* to calculate adjunct faculty compensation, to determine the appropriate rates using semester credit hours. For the academic year 2013-2014, the computed rate should be equitable to the pay the individual is accustomed to earning for the same amount of work during 2012-2013. However, department chairs are required to provide their dean and the provost with the rationale used to determine the adjusted credit hour rate.

I indicated that during the 2013-2014 academic year, we will be conducting a thorough analysis of our adjunct rates and as a result, the rates used during this academic year may not be available in future years.

Rates for 2013-2014

The tables below show the adjunct compensation rates I shared with the colleges, and that I expect will be used as the basis for calculating compensation of our adjunct faculty for the 2013-2014 academic year.

Table 1 shows RIT's published undergraduate course adjunct compensation rates that were in place for the 2012-2013 academic year; these rates were used to compute the adjunct compensation semester rates shown on Table 2. The rates are adjusted based on the individual's highest academic degree. Please note that while the tables include rates for faculty whose highest academic degree is at the bachelor and associate level, departments are encouraged to make every effort to attract adjunct faculty at the masters and higher levels. Hires at the associate level must be approved by the Provost. Columns labeled *Min*, *Mid*, and *Max*, show the compensation rates for each of the tables at the minimum, average and maximum ranges for each academic level, respectively.

Highest individual academic credential	Pay per QCH			Pay per one 4-QCH course		
	Min	Mid	Max	Min	Mid	Max
Associate	414	489	563	1,656	1,954	2,252
Bachelor	508	568	664	2,032	2,344	2,656
Master	599	698	769	2,389	2,790	3,184
Terminal degree	719	836	953	2,876	3,344	3,812

Table 1. 2012-2013 undergraduate quarter adjunct compensation rates.

Table 2 shows the 2013-2014 undergraduate semester adjunct rates that will serve as our basis moving forward. Columns labeled "Q2S conversion factor" next to the Min, Mid and Max columns, respectively, show the multipliers that were used to calculate the Min, Mid and Max SCH rates from their corresponding QCH rates. For example, the Max level for Associate (1,031), Bachelor (1,109), Master (1,194) and Ph.D. / Doctoral (1,430) levels were obtained by computing 563 x 1.83, 664 x 1.67, 769 x 1.5 and 953 x 1.5, respectively. In some cases, the conversion factor exceeds 1.5. The reason for this is to ensure that RIT compensates with competitive rates for the Rochester area; in other words, the larger conversion factor was used to comply with the first guiding principle above.

Highest individual academic credential	Pay per SCH	Min Q2S conversion factor	Pay per SCH	Mid Q2S conversion factor	Pay per SCH	Max Q2S conversion factor
	Min		Mid		Max	
Associate	621	1.5	826	1.69	1,031	1.83
Bachelor	762	1.5	936	1.6	1,109	1.67
Master	899	1.5	1,046	1.5	1,194	1.50
Terminal degree	1,079	1.5	1,254	1.5	1,430	1.50

Table 2. 2013-2014 undergraduate semester adjunct compensation rates.

Table 3 illustrates adjunct compensation levels for adjunct faculty teaching one 3-SCH or one 4-SCH course. As expected, compensation for teaching a 4-SCH course is higher than that of teaching a 4-QCH course.

Highest individual academic credential	Pay per SCH			Pay per one 3-SCH course			Pay per one 4-SCH course		
	Min	Mid	Max	Min	Mid	Max	Min	Mid	Max
Associate	621	826	1,031	1,863	2,478	3,093	2,484	3,304	4,124
Bachelor	762	936	1,109	2,286	2,807	3,328	3,048	3,743	4,437
Master	899	1,046	1,194	2,696	3,193	3,582	3,594	4,185	4,776
Terminal degree	1,079	1,254	1,430	3,236	3,762	4,289	4,314	5,016	5,718

Table 3. 2013-2014 undergraduate semester compensation for teaching one 3-SCH or 4-SCH course.

Plan for Ongoing Review of Pay Rates

As I mentioned above, as we investigated the adjunct pay rate across the colleges, what other institutions in the Rochester area pay and what compensation principles other universities use, we found that the approach outlined above complies with the above guiding principles and provides sufficient needed flexibility. However, we also plan to collect additional data this year to understand the impact of the new rates within our community and to ensure that we meet our goal to provide competitive and appropriate pay rates for our adjunct faculty, who are so important to our educational mission.

Jeremy Haefner, Ph.D.

Provost and Senior Vice President for Academic Affairs