

## Compensation Rates, Certifications and Rules Spelled Out Under New Policies

### RATES

#### GRADUATE COURSES:

\$200/per student

#### Graduate Student Cap:

25 – 35 (depending on the College) students per course

#### UNDERGRADUATE COURSES:

\$125/per student – 3hr course

\$100/per student - 2hr course

\$50.00/per student (1/3 of \$125) – 1hr course

#### Undergraduate Student Caps:

25 – 50 (as determined by the Dean of the College) students per 3hr courses, 30 - 50 students (as determined by the Dean of the College) per 2hr courses (as determined by the Dean of the College), 60 students per 1hr courses or (as determined by the Provost/Dean)

### SPECIAL NOTATIONS

1. **COURSE & LABS:** Courses and corresponding labs will be on the same contract.
2. **CROSSLISTED COURSES:** Cross-listed courses will be on the same contract totaling the combined cap of all sections.
3. **APPLICABLE TO LOAD/OVERLOAD:** 2 hour courses can be counted as a load or overload course, when necessary, just the same as a 3 hour course would be.

**NOTE:** Course scheduling for eTROY is completed by the Division Chairs in each college for all University campuses and Global Campus sites. All faculty, full time and adjunct, are assets of the College Department. eTROY is not officially assigned any faculty. Instructors are certified to teach within their respective discipline area, but no guarantees are made that an instructor will be scheduled to teach a course(s) in a specific term or in every term. Any questions regarding these changes can be directed to the [Division Chairs](#) .

Faculty contracts are prepared by Departmental Secretaries, [Secretaries Contact List](#) and will be emailed through Echo Sign each term after the last day of drop and add. If you do not receive a contract by the fourth week of the term, please contact the Departmental Secretary.

Faculty members must check over each contract carefully. If you find any mistakes do not electronically sign the contract. Contact the Departmental Secretary to make the corrections and ask her to resend you the contract. When the contract is corrected you can sign and submit it.

Changes in address, telephone number, or name will require the submission of a new Manpower Input documents available on the Human Resources page, <http://trojan.troy.edu/employees/humanresources/forms/Employee-Data-Collection.pdf> .

Changes in federal or state tax withholdings require the submission of a new W-4 or State Withholdings form and cannot simply be noted on the contract itself. These forms need to be mailed to:

Troy University  
Human Resources  
107 Wright Hall  
Troy, ALL 36082

Kim Barron, Assistant Director of Academic Matters and Scheduling