

# PITTSBURGH TECHNICAL COLLEGE

## FACULTY PAYMENT POLICY

***If you are a full-time faculty member and are a participant in a Sponsored Project (SP)<sup>1</sup>, you may qualify for compensation in addition to your salary:***

Faculty compensation through SPs must be consistent with the process of compensating faculty for non-grant-related overload activities. At PTC, when an instructor's contact hours are greater than 25 per week, the instructor may be eligible to receive additional compensation. Therefore, if permissible with the funding agency, PTC full-time faculty may be able to choose between:

- Receiving compensation through the SP or PTC *in addition to* fulfilling regular PTC duties. The faculty member will be paid at his/her academic discipline's hourly adjunct pay rate, at a cost ranging from \$41-\$55 per hour.
- Requesting that the College hire an adjunct, where possible, to take over a course, thereby releasing the faculty member from that course time and allowing for the time to work on the SP. In this case, the faculty member *will not receive additional compensation*; the funding from the SP will be used to pay for the adjunct.
  - Example: Faculty member commits 8 hours of the 25 hours per week to the grant; this is a third of the faculty member's time and he/she qualifies for an adjunct to teach one of his/her classes.

Note that since PTC is unable to hire adjuncts for partial course loads unless for emergency situations, the hiring of an adjunct due to SP obligations will only be allowable for those faculty members committing hours equivalent to one or more full classes.

A combination of compensation and hiring of an adjunct may be acceptable in cases where hours exceed the equivalent of one class but may not be enough to cover two classes:

- Example: Faculty member commits 10 hours of the 25 hours per week to the SP. He/she qualifies for an adjunct to teach one of his/her classes, with the remaining hours per week being compensated through the SP or PTC.

Note that the faculty member or adjunct will be compensated only for those hours negotiated at the time of SP submission or upon contract negotiation, if applicable and allowable, and will not be compensated through the SP for non-allowable activities.<sup>2</sup> Note also that not all funding agency will permit compensation at the rates listed above.

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<sup>1</sup> Sponsored Projects include grants, contracts, cooperative agreements, and other types of agreements.

<sup>2</sup> Non-allowable activities include general administrative efforts, proposal development, committee work, teaching and teaching preparation, and general advising relating to teaching responsibilities performed by an employee as part of his/her PTC appointment, none of which may be charged to SPs.

The faculty member is responsible for keeping detailed time and effort sheets explaining all effort related to the grant. Payment will appear in the first paycheck after the start of the quarter or project. The Dean or Academic Chair must initiate the paperwork necessary to let the Human Resources Department know this payment is due. The Vice President of Education must sign off on all payroll change notices authorizing additional compensation.