

## Policy Concerning Compensation for Independent Instruction

Background and Purpose: The purpose of this University of Maine policy is to describe the circumstances under which faculty will be compensated for Independent Instruction. This policy represents the operationalization of the recently executed collective bargaining agreement with the Associated Faculties of the Universities of Maine (AFUM) which now contains a provision in Article 11 C 3.1., Workload, that addresses payment for Independent Instruction. The provision states:

*Unit members who are teaching full course loads who engage in properly pre-approved individualized instruction and/or independent study and/or directed study (hereafter referred to as “independent study”) shall be paid at least five percent (5%) of the appropriate overload rate per student for such work. Independent study is not intended to replace regularly scheduled classes of cancelled classes.*

*If the Administration and Faculty members agree to pay more for such work, the Union and University Human Resources Department shall be notified and approve of the terms of such agreement.*

### Policy Statements:

1. Every unit will have a definition of responsibilities and duties that comprise faculty workload.
2. Compensated overload teaching of any kind, including individualized instruction, requires prior approval by the department chair or unit director. Approval is contingent on the availability of funds. The department or unit is financially responsible for compensating the faculty overload.
3. Except for faculty for whom these advising is part of load (e.g. Honors Preceptors), faculty will be compensated for undergraduate thesis supervision (principal advisor only).
4. The advising of students for graduate thesis credits is part of the regular workload of faculty in graduate programs and will not be additionally compensated.
5. Independent offerings (including graduate-level offerings) that organizationally or materially benefit or advance the faculty member’s research program in the form of lab work, archival research, data entry, care/maintenance of equipment, supervision of field-based projects, and similar types of labor or support, will not be additionally compensated.
6. Faculty working with students for individualized instruction – as “independent study” in any one of several categories, including directed readings, selected readings, and traditional independent study – will be compensated, but in view of the minimal time and effort required to manage individualized instructional commitments in an adequate way, the number of students supervised for additional pay by a faculty member per semester will be capped at five (5). A faculty member’s supervision of students in excess of the cap requires prior approval from the Dean or the Dean’s designee for overload.
7. Individualized non-thesis capstone projects will be compensated only in departments or units where they are not part of a faculty member’s regular workload.
8. Instructors of zero-credit courses will not be additionally compensated.
9. Off-site cooperative education courses— including practica, internships, supervised clinical experiences, and other field experiences— will not be classified as independent instruction and will not be additionally compensated.