

**ARTICLE 16**  
**WAGES AND RESPONSIBILITIES**

Wages

- 16.1 For each hour of classroom instruction, the instructor will be given one (1) hour of time for:
- a. grading,
  - b. course preparation and course administration (i.e. production of syllabus or course teaching plan, maintaining accurate and complete course records, student evaluation and assessment, inputting student attendance, reporting grades, and mandatory systemwide training requirements).
  - c. office hours.
- 16.2 Instructors shall be paid \$31.00 (thirty-one dollars) per hour.
- Effective July 1, 2017, the hourly rate shall be increased by two percent 2%.
- Effective July 1, 2018, the hourly rate shall be increased by two percent 2%.
- 16.3 Instructors must submit time worked in the form and dates specified by the University.
- 16.4 Prior to hire, the Appropriate Administrator or representative shall meet with the candidate for the Instructor position to discuss the course to be taught, the hours of the course, and the dates and times the Instructor will teach, attendance at required meetings, preparation for the course, and performance of other related duties. The appointment letter will state the maximum number of hours the Instructor will spend in conjunction with the teaching assignment.
- a. The number of hours specified in the appointment letter cannot be increased without mutual agreement.
  - b. The appointment letter and the agreed upon number of hours are not subject to Article 7, Grievance Procedure.

### Instructor Responsibility

- 16.5 The above wage is all inclusive of regularly assigned course-related activities. Instructors shall be paid separately for program related activities. Program-related activities include:
- a. Participation in planning, developing, and evaluating the program's curricular and instructional goals;
  - b. Service on and attendance at program-committees;
  - c. Participation in professional development activities;
  - d. Assistance with program orientation;
  - e. Participation in initial and final term activities and attendance at other required program, college, and university meetings and activities including instructor meetings.
- 16.6 Participation in Program-related activities must be approved in advance.
- a. The number of hours specified cannot be increased without mutual agreement.
  - b. The agreed upon number of hours are not subject to Article 7, Grievance Procedure.