



DATE: 4/16/09

TO: All Lead Faculty, Instructional Department Heads, and the Business Office

VIA: Dr. Michael Elrod  
President's Office

FROM: Chad Smith, Vice President of Student Learning  
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SUBJECT: Pay rates for the 2009-2010 academic year.

The following faculty pay rate policy has been approved for the 2009-10 academic year. Fulltime faculty overloads and Temporary Resource Faculty (part time faculty) will be paid as follows:

- 1) **Academic classes, laboratories, and Career Technical courses:** \$665 per credit hour
  - a) Rate of pay is based on a minimum enrollment of 10 students. Enrollment is determined by the number of students on the course roster at 5 p.m. of the advertised drop/add deadline.
  - b) Course cancellations and pro-rated pay rates are determined as follows:
    - i) Courses with 4 or less students on the first day of the semester will be cancelled
    - ii) Courses with 5 to 9 students will be paid at a pro-rated amount. For example, a course with 6 students enrolled will be paid at a rate of 60%, or 6/10ths, of the full amount.
    - iii) Any instructor deciding not to teach a class due to low enrollment must notify the Vice President of Student Learning by email by 5 p.m. of the first day of the semester.
- 2) **Physical Education Activity Classes:** \$100 per student, with a maximum of \$900 per credit hour
  - a) No minimum number of students will be required; however, faculty will be required to perform all associated duties as required of academic and career technical courses.
  - b) Class size and associated payment is determined by the number of students enrolled at 5 p.m. of the advertised drop/add deadline.
  - c) Any instructor deciding not to teach a class due to low enrollment must notify the Vice President of Student Learning by 5 p.m. on the first day of the semester so the students affected have time to enroll in another course.

- 3) **Performance Stipend:**
  - a) Performing arts instructors are eligible to receive a one time, \$500 stipend for successfully producing one live, public performance per semester as a concluding activity for a performing arts course.
  - b) Instructors must submit a request to conduct a public performance in writing to their Department Chairperson 60 days in advance. The request should include a brief narrative describing the event, venue, date, and any other pertinent information.
  - c) To receive payment, instructors must send a short letter requesting payment along with a performance program or some supporting documentation to the Department Chairperson.
  
- 4) **Directed or Independent Studies:** \$325 per study
  - a) Directed or independent studies are available as a last resort for students needing to fulfill program requirements and when other options are not available. The Vice President of Student Learning, in consultation with the Department Chairperson and affected instructor, will recommend approval to the campus President.
  
- 5) **Cooperative Education or Internships:** \$665 per credit hour
  - a) Credit hours are based on the number of students enrolled times the number of credits divided by 15.
  - b) Example: 5 students enrolled for 3 credits each = 15 student credit hours. Divide 15 student credit hours by 15 equals 1 credit hour or \$665.
  - c) Coop/Internship courses may be taken for a variable number of credits. Credits are determined using a ratio of 60 hours on-the-job to 1 credit hour.
  
- 6) **Special pay rates** may be established and negotiated by the Vice President of Student Learning and the Department Chairperson for non-regular teaching assignments as the need arises.
  
- 7) **Full time faculty** overloads must be approved in advance by the discipline area Department Chairperson, the Vice President of Student Learning, and the College President.
  
- 8) **There is no implied condition of continued employment beyond the specified dates of individual contractual periods.**
  
- 9) **The university reserves the right to amend this policy at anytime, negotiate additional pay rates, or cancel any class for extenuating circumstances, or when deemed necessary, or in the best interest of the college as authorized by the Vice President of Student Learning and the College President.**