

405 - Adjunct, Overload, and Additional Compensation

Purpose:

Bismarck State College ensures fair and consistent compensation for:

- Adjunct faculty instruction
- Full-time faculty overload assignments
- Instructional duties outside standard teaching load

Compensation is aligned with instructional responsibility and workload impact where applicable.

Overload instruction assignments are defined as teaching assignments beyond a full-time faculty member's contractual load, as outlined in [605.5.1 – Full Time Faculty Workload Policy](#).

Procedure:

Policy Alignment and Definitions

To ensure consistency with institutional workload standards, this operational procedure aligns with [605.5.1 – Full Time Faculty Workload Policy](#).

Definitions and workload standards governing the following shall be interpreted in accordance with [605.5.1 – Full Time Faculty Workload Policy](#),

- Contact hours
- Credit hours
- Lecture, lab, and extended lab formats
- Full teaching load
- Instructional equivalencies

Workload definitions and standards are governed by Policy 605.5.1 – Full-time Faculty Workload Policy.

Overload and Adjunct Pay for Traditional Credit Classes

Overload and adjunct pay for face-to-face and credit-bearing instruction is calculated based on contact hours per week over a standard sixteen (16) week semester.

Courses offered in alternative formats shall be determined in accordance with Policy [605.5.1 – Full Time Faculty Workload Policy](#).

Overload pay will be authorized at the time the overload assignment is confirmed and processed, and no later than one (1) week prior to the course start date whenever reasonably practicable. This timing supports accurate compensation while recognizing rolling start schedules and enrollment adjustments.

Compensation rate: \$50.00/week/contract hour x 16 weeks/semester = \$800/contract hour/semester

Course Enrollment Stipends

Faculty will receive a \$100 stipend for each section in which enrollment exceeds the established course cap at census. Course cap thresholds are defined by the Academic Dean and Assistant Dean and may vary by discipline, modality, and instructional format.

Eligibility is determined based on verified census enrollment. Stipends are issued after the last day to drop courses for the applicable term to ensure enrollment stability and accurate compensation processing.

Preparations (Preps) Stipends

A preparation (“prep”) is defined as a unique credit course taught within a semester, regardless of delivery mode. Duplicate sections of the same course do not count as additional preparations.

Full-time faculty assigned five (5) total preparations in a semester will receive a \$200 stipend. Full-time faculty assigned six (6) or more total preparations in a semester will receive a \$350 stipend.

Eligibility is determined based on verified semester teaching assignments. Prep stipends are issued after the last day to drop courses for the applicable term to ensure instructional assignments and enrollments are finalized.

Internship / Co-op Course Compensation

Internship and cooperative education course instruction (197 / 297 / 397 / 497) involves supervision, evaluation, and coordination of student internship or cooperative education experiences. Compensation is based on student enrollment-driven credit hour equivalency, where five (5) students equal one (1) credit hour equivalency. Credit hour equivalency will be calculated on a pro-rated basis, with partial credit awarded proportionally based on total student enrollment.

Credit hour equivalencies are calculated using verified census enrollment, regardless of the number of credits for which individual students are registered.

Compensation will not normally exceed three (3) credit hour equivalencies per section without Academic Dean approval. Payment is issued after the last day to drop courses for the applicable term.

Academic Additional Compensation (Non-Load Duties)

The following duties are considered academic or program support activities and are compensated separately from standard teaching load.

- Duties must be pre-approved by the Academic Dean.
- Compensation may be issued as a stipend, per-student rate, or per-project rate, as applicable.
- These duties do not count toward instructional load unless specifically designated.
- Eligibility for additional compensation assumes fulfillment of the faculty member’s standard contractual teaching load, as defined in [605.5.1 – Full Time Faculty Workload Policy](#), unless otherwise approved by the Academic Dean.
- Faculty performing multiple approved non-load duties may receive compensation for each eligible duty, subject to Academic Dean approval.



- Curriculum development compensation is governed separately in [421.3 – Curriculum Development Operational Procedure](#).

Duties not specifically listed may be eligible for additional compensation when approved in advance by the Academic Dean and Vice President of Academic Affairs. Compensation will be determined based on the scope and nature of the work.

Activity	Description	Rate
PLA Portfolio Review	Evaluation of student portfolios for Prior Learning Assessment credit	\$150 per portfolio
Test-Out Exam Development	Creation of challenge/test-out assessments aligned to course outcomes	\$300 per exam
Test-Out Exam Grading	Evaluation of student performance on approved test-out exams	\$50 per student
Dual Credit Mentoring	Mentoring of dual credit faculty	\$275 per mentee per semester
Faculty Mentoring (Full-Time)	Mentoring of new faculty or faculty transitioning into new instructional roles	\$500 per mentee per semester
Faculty Mentoring (Adjunct)	Mentoring of new adjunct faculty	\$250 per mentee per semester
Dual Credit Professional Development	Attendance at face-to-face Dual Credit Professional Development	\$100 per day
Dual Credit / CTE Lab Instructional Support	Instructional support provided at Career & Technical Education centers or off-site dual credit labs	\$100 per day of assigned support
Internship / Co-op Site Visit	On-site visit to the student's internship location to evaluate the placement, meet with the student and employer supervisor, and assess progress toward internship learning outcomes.	\$100 per completed student site visit, not to exceed \$200 per day without Academic Dean approval.
Instructional Equipment Installation, Setup, and Repair	Significant, non-routine installation, setup, configuration, repair, or organization of instructional lab or technical equipment that is beyond standard faculty responsibilities for course preparation and delivery. This includes large-scale equipment implementation, major system setup, or specialized technical work required to support new or expanded instructional capacity.	Hourly rate based on the faculty member's base rate, with a pre-approved scope and maximum compensation amount authorized by the Academic Dean. In cases where



		industry-standard reimbursement rates exceed the calculated hourly rate, compensation may be adjusted to align with those rates, as approved by the Academic Dean and VPAA.
Lead Faculty Assignment	Program-wide coordination beyond standard workload (e.g., multi-section oversight, lab/equipment coordination, instructional consistency, safety/regulatory alignment). Routine course responsibilities excluded. Requires Academic Dean approval and demonstrated program need.	1–3 credits/semester
Summer Camp Instruction	Instruction provided for institutionally approved youth, community, workforce, or academic camps conducted outside contract dates or as additional workload	Compensation based on overload and adjunct compensation
Off-Contract Interview Committee Participation	Participation in candidate interview activities while off contract, including review and preparation of application materials, attendance and participation in interviews, and completion of required evaluation forms, feedback, and post-interview documentation.	\$50 per interview
Master Simple Syllabus Development	Development of a standardized master simple syllabus template for courses that are taught by multiple instructors, offered in multiple sections or modalities, have frequent instructor or adjunct rotation, or are identified by the institution/Dean as requiring standardized core course information and expectations. The master simple syllabus shall include required institutional components such as course prefix, number and name, credit hours, standardized course materials, course description, outcomes, unit objectives, competencies, assessment methods, grading information, and other standardized elements as identified by BSC	\$100 per syllabus

References:

[421.3 – Curriculum Development Operational Procedure](#)

[605.5.1 – Full Time Faculty Workload Policy](#)

History of This Procedure:

First policy drafted by the Workload Process Improvement Team. Approved by the President's Cabinet on February 8, 2000. Policy effective in the summer of 2000. Approved by President Donna Thigpen on October 13, 2000. The policy is effective January 1, 2001. Revision approved by President Donna Thigpen on March 27, 2001. The revision is effective June 1, 2001.

Revision approved by the President's Cabinet on March 27, 2002. The revision is effective in the fall of 2002. Revisions: January 12, 2004; September 2, 2004; March 15, 2005; July 1, 2005 (effective fall semester 2005); May 16, 2008 (effective July 1, 2008); May 5, 2009 (effective May 16, 2009); May 7, 2010 (effective May 17, 2010); revised by the Faculty Senate on November 3, 2011, reviewed by the Operations Council on November 9, 2011 and approved by the Executive Council on November 18, 2011; revised by the Faculty Senate on March 1, 2012, reviewed by the Operations Council on March 14, 2012, and approved by the Executive Council on March 29, 2012; approved by the Faculty Senate on January 17, 2013, reviewed by the Operations Council on January 23, 2013, and approved by the Executive Council on February 5, 2013; May 9, 2013 (effective August 26, 2013); August 22, 2016; reviewed by the Operations Council on October 12, 2016, and approved by the Executive Council on October 14, 2016; October 28, 2019; reviewed by the Operations Council on June 24, 2020 and approved by the Executive Council on June 24, 2020 (effective August 24, 2020). Last updated and approved by AVPAA Alicia Uhde on June 6, 2026.