

To: Deans, Department Heads, and Directors of Financial Affairs
From: Peter Hollenbeck, Vice Provost for Faculty Affairs *Peter J Hollenbeck*
Cherise Hall, Associate Provost for Finance and Administration *Cherise Hall*
Date: January 13, 2020
Reason: Guidelines for Limited Term Lecturers Teaching Online Courses

With the growth of Purdue Online, there has been an increase in the use of Limited Term Lecturers (LTLs). The use of LTLs teaching online courses has created different needs in the management of this staff group. Regardless of a course being online or residential,

1. There should be consistency in the teaching load and the full time annual rate
2. The guidelines in the lecturer policy should be followed
3. There should be consideration given for benefits eligibility

Teaching Load

The maximum load per semester for an LTL is four courses, which equals 100% FTE. The load can be broken out as follows:

- During an 8-week session: One 3-credit course equals 50% effort. Two courses can be taught during an 8- week session. Two 8 week sessions can be taught in a semester
 - 2 courses x 50% effort x 2 8-week sessions = 100%
- Over the period of a semester, One 3-credit course equals 25%
 - 4 courses x 25% effort = 100% effort

On an exception basis only, an overload can be paid if a lecturer is working more than the load described above.

Full Time Annual Salary

The full time annual salary should be consistent for LTLs teaching a residential course versus those teaching an online course. A difference in salary may be appropriate if there is a difference in the credentials needed to teach the course (for example degree requirements or years of industry experience).

Benefits Eligibility

Regardless of the FTE, LTLs are not benefits-eligible. Health Care Reform requires Purdue to monitor employees working 30 hours or more. Human Resources monitors this requirement to ensure we are offering benefits when appropriate.

The current LTL policy states the following: *There is no limitation on the number of semesters that an individual may be employed as a Limited-term Lecturer if the individual's FTE for all Limited-term Lecturer positions is less than 50 percent FTE per semester. An individual who holds a Limited-term Lecturer position(s) with an FTE of 50 percent or greater may not be employed as a*

Limited-term Lecturer for more than six continuous academic-year semesters without the approval of the President or his/her designee.

When considering the long-term teaching needs of an online program, consider the correct staffing plan. Most programs would likely benefit from the use of LTLs and Lecturers/Senior Lecturers or Clinical Faculty. The definition of LTLs are temporary staff employed by an academic unit of the university to instruct a course or courses on a semester-by-semester basis. Lecturers/Senior Lecturers could provide more continuity to a program. LTLs teaching 2 courses a *semester* for more than six continuous AY semesters could be transitioned to a Lecturer/Senior Lecturer position. In order to address teaching demand, the university increased the lecturer cap from 10% to 15%.

Questions regarding these guidelines should be directed to Peter Hollenbeck phollenb@purdue.edu or Cherise Hall cherise@purdue.edu

CC: Chris Martin
Gerry McCartney
Payroll