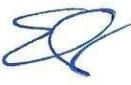To: Department Heads
CC: Academic Deans
From: Eric Skipper, Provost and VPAA
Date: December 17, 2025
Re: Clarifications regarding course scheduling

As you are aware, one of my priorities since arriving at Southeastern has been to advocate for increased pay on multiple levels. In order to accomplish this, we must rely on best practices and existing policies for course scheduling, to improve efficiencies. We have made great progress. Course rotations alone, for instance, not only help advisors and students have this information at their fingertips, but help departments to better plan for courses in the future. Thank you for your leadership!

With the start of Spring semester just a few weeks away, I want to clarify a few items, specifically with regards to course scheduling so we're all on the same page.

Making use of Graduate Teaching Fellows. All departments that have graduate programs should be utilizing Graduate Teaching Fellows (GTFs) to the fullest extent possible. This makes use of existing resources and provides invaluable opportunity to our grad students. In order for a graduate student to qualify for a GTF position, they must have completed 18 graduate hours in their discipline. GTFs should teach 6 workload hours per fall/spring semester (or equivalent instructional hours with a minimum of 3 workload hours specific to a course of instruction). Per the Salary/Pay Administration handbook:

> "The base salary for graduate teaching fellows is $4,500 for the fall and spring semesters and $2,250 for the summer. The base salary for research and teaching assistants is $4,500 for the fall and spring semesters and $2,250 for the summer. The base salary for professional services assistants is $12.03 per hour for 20 hours per week or approximately $3,850 for the fall and spring semesters and approximately $1,925 for the summer. The base salary for administrative assistants is $10.46 per hour for 20 hours per week or approximately $3,350 for the fall and spring semesters and approximately $1,675 for the summer."

If departments do not have the needed funding above the base salary to support a GTF, a request can be made to my office for the funds.

Faculty overloads are a last resort. ALL other avenues of instruction should be exhausted before submitting requests for faculty overloads. Per the Faculty Workload Policy: "Overloads should be avoided and are justified only by extenuating circumstances such as a sudden resignation or illness of a faculty member and/or an unexpected enrollment demand."

Use lecturers to scale to meet demand. Lecturer positions are "at will" positions and should be used as necessary to respond to unexpected enrollment spikes. Lecturers may have a maximum of 11 workload hours per semester (fall/spring). Provost approval is not needed to hire lecturers. Departments should hire lecturers before requesting new faculty lines.
https://www.southeastern.edu/resources/policies/policy_detail/faculty_workload/.

Full-time/Part-time faculty ratios. To balance instructional quality, continuity, and operational flexibility, departments should maintain a healthy proportion of instruction delivered by part-time faculty. In most cases, departments should plan for at least 30% of instructional activity (based on

workload hours) to be provided by part-time instructors, including lecturers, GTFs, and qualified staff members who teach. Achieving this balance requires departments to <u>maintain an up-to-date pool of approved part-time instructors</u> and to <u>engage in regular outreach and communication</u> to ensure instructional readiness, continuity, and alignment with departmental needs. To facilitate hiring, we plan to increase adjunct pay in all disciplines beginning Fall 2026.

To calculate a part-time workload percentage: Run an FWAR for the appropriate academic period using the workday command "FWAR". At the end of each department there will be a total of workload hours (this total includes overload hours). Scroll through your departmental FWAR counting the part-time hours. Divide those hours by the total workload hours to get a percentage of workload hours that are being taught by part-time employees.

Thank you for your attention. It is critical that we work together to implement these options to create the "margins" needed to implement salary increases.