

Calculations of Prorated Salaries

Option One: If the instructor has less than 12 credit hours, and all of the classes have at least 8 students or if it includes a high/low enrolled class (See page 30 for list of approved high/low classes), calculate the salary in the following manner.

$$\frac{\text{\# of credit hours}}{12} \times \text{full salary} = \text{prorated salary}$$

Option Two: If the instructor has 12 credit hours or less and chooses to teach one or more classes with less than 8 students, those classes will be prorated in the following manner. This equation is for an instructor teaching 12 hours or less with at least 1 prorated class. n = the number of prorated classes.

To include high/low enrolled classes (See page 4 for list of approved high/low classes), you must count the total number of students as 5: therefore, 5 replaces 8 in the denominator. There can be no fractions greater than one. See Example 4.

$$\left[\frac{\text{total number of credit hours of classes not being prorated}}{12} + \sum_{i=1}^n \left(\frac{\text{number of students in the } i\text{th prorated class}}{8} \cdot \frac{\text{number of credit hours for the } i\text{th prorated class}}{12} \right) \right] \times \text{full salary}$$

Examples:

1. The instructor with a full salary of \$10,000 teaches one 3-credit hour class with 17 students and three 3-credit hour classes with 5, 6 and 7 students.

$$\left[\frac{3}{12} + \left(\frac{5}{8} \cdot \frac{3}{12} \right) + \left(\frac{6}{8} \cdot \frac{3}{12} \right) + \left(\frac{7}{8} \cdot \frac{3}{12} \right) \right] \times \$10,000 = \$8125$$

2. The instructor with a full salary of \$10,000 teaches two 3-credit hour classes with 8 students and two 3-credit hour classes, one with 5 students and one with 6 students.

$$\left[\frac{6}{12} + \left(\frac{5}{8} \cdot \frac{3}{12} \right) + \left(\frac{6}{8} \cdot \frac{3}{12} \right) \right] \times \$10,000 = \$8437.50$$

3. The instructor with a full salary of \$10,000 teaches one 3-credit hour class with 25 students, one 3-credit hour class with 15 students, one 3-credit hour class with 6 students and one 3-credit hour class with 6 students requiring a minimum of 5 students for full pay.

$$\left[\frac{9}{12} + \left(\frac{6}{8} \cdot \frac{3}{12} \right) \right] \times \$10,000 = \$9,375$$

4. The instructor with a full salary of \$10,000 teaches one 3-credit hour class with 25 students, one 3-credit hour class with 30 students, one 3-credit hour class with 6 students and one 3-credit hour class with 4 students requiring a minimum of 5 students for full pay.

$$\left[\frac{6}{12} + \left(\frac{6}{8} \cdot \frac{3}{12} \right) + \left(\frac{4}{5} \cdot \frac{3}{12} \right) \right] \times \$10,000 = \$8875$$