

INSTRUCTIONAL FTE & COMPENSATION
FOR PART-TIME (Temporary) FACULTY

2023-24

The following is an overview of Department of Dance guidelines and best practices regarding Part Time faculty effort and compensation.

- The UW Department of Dance calculates FTE for Part Time Instructors based on expected instructor effort (total hours of work) for a particular course (including in-class meetings, responding to student inquiries, course prep, grading, office hours, etc.).
- Variations in FTE or salary may be negotiated with the Department Chair on a case-by-case basis in light of the candidate's credentials and experience level; the unique demands of the teaching assignment; and overall considerations of equity, precedent, and available resources (sustainability).

ACADEMIC YEAR: AUTUMN - SPRING

FTE: Studio Courses

The table below outlines departmental expectations for overall instructor effort in technique, dance-making, and other studio-based courses. During the academic year (AUT-WIN-SPR) FTE percentages for payroll purposes will be guided by the estimated total hours to teach the course, divided by 520 hours (the equivalent of 3-months' full time effort).

Instructors: Please refer to the [UW Time Schedule](#) as well as the [Department of Dance course scheduling guidelines](#).

Courses Appear in Time Schedule for...		Est Total Effort / Qtr	Quarterly FTE
80 Minutes	2 Days / Week	70 Hours	15%
	3 Days / Week	100 Hours	20%
110 Minutes	2 Days /Week	100 Hours	20%
	3 Days / Week	150 Hours	30%

FTE: Lecture-Based Courses & Graduate Seminars

In the case of lecture-based (e.g., dance studies) courses, the Department of Dance typically offers a 30% FTE appointment to Part-Time Temporary instructors during a regular academic

quarter. FTE for graduate seminars will be set on a case-by-case basis depending on the demands of the course.

FTE: Online Courses

The Department of Dance offers a limited number of online courses during the regular academic year. The demands of these courses can vary significantly. The FTE offered for teaching an online course will be set on a case-by-case basis depending on the needs of the course.

FTE: Co-Teaching

In cases where the Chair determines that a co-teaching arrangement is in the best interest of the students and the department’s strategic goals, the department will typically allocate an additional 7% to the course FTE (split evening at 3.5% for each instructor). This FTE reflects the understanding that effective collaboration typically requires additional communication and planning between instructors. (3.5% FTE is approximately 1.5 hours per week)

Base Salary

In all cases, part-time instructional faculty (e.g., Part Time Lecturer, Temporary) are subject to minimum compensation levels published by the office of Academic Personnel.

<https://ap.washington.edu/ahr/policies/compensation/salary-minimums/>

To promote equity, the Department of Dance considers it a best practice to use the current Predoctoral Instructor salary as a primary reference point when determining salary offers for other Part-Time instructors. Actual base salary offers will be subject to relevant factors such as experience level, professional credentials, etc. (See requirements and expectations related to competitive admission to the [UW Dance MFA program](#); i.e., eligibility for Predoctoral Instructor employment.)

EXAMPLE: 2023-24 Predoctoral Instructor Salary = \$6155
(Full Time, Monthly, Effective 7/1/2023)

Courses Appear in Time Schedule for...		Quarterly FTE	Monthly Pay	Quarterly Total
80 Minutes	2 Days / Week	15%	\$923	\$2769
	3 Days / Week	20%	\$1231	\$3693
110 Minutes	2 Days /Week	20%	\$1231	\$3693
	3 Days / Week	30%	\$1846	\$5540

Base Salary: Affiliate Faculty

Instructors who hold an affiliate faculty appointment are subject to specific compensation minimums. The Department of Dance will compensate affiliate faculty at the department base salary *or* the University minimum – whichever is higher.

See: <https://ap.washington.edu/ahr/policies/compensation/salary-minimums/>

Payroll Appointment Calendar

The University of Washington observes a standard payroll appointment calendar for instructional personnel.

- AUTUMN: 16 Sep - 15 Dec (3 months)
- WINTER: 16 Dec - 15 Mar (3 months)
- SPRING: 16 Mar - 15 Jun (3 months)
- SUMMER (full term): 16 Jun - 15 Aug (2 months)

Payments are issued twice monthly on the 10th & 25th. For example:

- For work completed 16 Sep - 31 Sep will be Paid on 10 Oct
- For work completed 1 Oct - 15 Oct will be Paid on 25 Oct

SUMMER QUARTER: Mid-JUNE to Mid-AUGUST

Summer Quarter (Studio Courses)

Summer teaching occurs on a compressed time schedule (2 months). The Department of Dance typically offers dance technique courses during the Summer “full term” – approximately 110 minutes, twice a week. See: [Department of Dance course scheduling guidelines](#).

Summer FTE is calculated based on the total expected effort divided by 348 (the equivalent of two months’ full time effort). The estimated total effort for summer dance technique courses is approximately 85 hours. Therefore, the department of Dance typically offers a 25% FTE appointment for summer technique courses.

To promote equity, the Department of Dance considers it a best practice to set base salary for Part Time summer instructors in relation to the base salary for the department’s Predoctoral Instructors that will be in effect for the last pay period of summer (i.e., the newest Fiscal Year – which begins on 1 July).

Specific actual base salary offers will be subject to relevant factors such as experience level, professional credentials, etc. (See requirements and expectations related to competitive admission to the [UW Dance MFA program](#); i.e., eligibility for Predoctoral Instructor employment.)

Summer 2023 Dance Technique Compensation (per class, full term)			
Monthly Base (Full Time)	FTE	Monthly Pay	Summer Total
\$6155	25%	\$1538	\$3077

Regular, full-time faculty will be offered a 25% FTE appointment at their existing salary for summer technique teaching.

Summer Quarter (Other Courses)

The department schedules non-technique courses in the summer on an as-needed basis. Compensation for these course offerings will be proposed annually as part of the summer budgeting process.

Summer Payroll Appointment Calendar

The University of Washington observes a standard payroll appointment calendar for instructional personnel in the summer.

- FULL TERM: 16 June - 15 Aug (2 months)

Payments are issued twice monthly on the 10th & 25th. For example:

- For work completed 16 June – 30 June will be Paid on 10 July
- For work completed 1 July - 15 July will be Paid on 25 July