

Extra Student Payment Process for Contract Lecturers

Each academic term, the OVPFA will provide departments and schools with a google worksheet tool that will automatically calculate Extra Student Payments (ESP). Departments/Schools will input information about each Contract Lecturer (CL) who is eligible for ESP and then use the results to complete a Personnel Action Form (PAF) to be submitted to HR. The PAF can be found via AskHR.

In cases where CL's are assigned a combination of sections - some with Academic Assistant (AA) support that is 'academically required' and sections where AA support is not academically required - separate tabs will need to be completed in the ESP worksheet. The amount of ESP can be totalled and processed under one PAF.

The following explains the methodology for determining ESP:

- Determine the number of sections taught by the CL in the term by department or school.
- Determine the total number of students taught by the CL at the official count date (Fall – Nov 1st, Winter – Feb 1st).
- Table 1 shows the maximum number of students the CL can teach without receiving ESP. This maximum was determined by the following formula:

Number of Sections x Average Section Size = Total Maximum Number of Students at \$0 ESP

Table 1:

# of Sections Taught by CL	Total Maximum Number of Students (\$0 ESP)	Average Section Size (For information only)
(Column A)	(Column B)	(Column C)
1	60	60
2	110	55
3	150	50
4	200	50
5	250	50

- If the total students taught exceeds the maximum in Table 1 Column B, the CL is eligible for ESP.
- ESP is paid at a rate of \$80 per student for the first 33 students per section above the maximum. Table 2 shows the maximum number of students that can be paid out at \$80

(Column C). If the total number of students exceeds the threshold for premium (Column D), the ESP is paid at \$80 for the first 33 extra students per section (Column C) and at the premium rate of \$90 per student beyond 33 per section.

Table 2

# of Sections	Maximum Number of Students (\$0 ESP)	Maximum Extra Students paid out at \$80	Threshold for Premium (\$90 ESP)
(Column A)	(Column B)	(Column C)	(Column D)
1	60	33	>93
2	110	66	>176
3	150	99	>249
4	200	132	>332
5	250	165	>415

- Determine the ESP owed using the following formulas:

Extra Students = Total students – Maximum Number of Students \$0 ESP (Column B)

Extra students Below Threshold for Premium (Column D)	Extra Students Above Threshold for Premium (Column D)
ESP = Extra Students x \$80	Premium students = Extra students – Maximum Number of Students Paid at \$80 (Column B) ESP = (\$80 x Extra Students) + (\$10 x Premium Students)

- AA Support Implications:
 - If AA support is academically required, the CL receives 20% of the overall ESP payment as calculated above, for those courses that require AA support only.
 - If AA support is not academically required, the CL can elect to receive AA support instead of ESP payment.
 - Subject to mutual agreement between the Contract Lecturer and the Chair/Director, a portion of the ESP can be allocated to the department/school to fund AA support. In that case, the payment = ESP – AA allocation.

Examples:

Course	Section Code	Component (Lecture, Lab etc)	Total Students
ABC 101	9	Lecture	100
XYZ 203	7	Lecture	50
TUV 415	6	Lecture	75

$$\begin{aligned}
 \text{Extra students} &= \text{Total students} - \text{Maximum Number of Students } \$0 \text{ ESP} \\
 &= 225 - 150 \\
 &= 75
 \end{aligned}$$

75 is below the threshold for premium payment (Column D) therefore

$$\begin{aligned}
 \text{ESP} &= \$80 \times \text{Extra Students} \\
 &= \$80 \times 75 \\
 &= \$6000
 \end{aligned}$$

- If AA support is academically required, ESP is paid out at 20% ($\$6000 \times 20\% = \1200)
- If a portion of the ESP is assigned to AAs, subtract that amount from the ESP payment

Course	Section Code	Component (Lecture, Lab etc)	Total Students
ABC 101	9	Lecture	100
XYZ 203	7	Lecture	100
TUV 415	6	Lecture	75

$$\begin{aligned}
 \text{Extra students} &= \text{Total students} - \text{Maximum Number of Students } \$0 \text{ ESP} \\
 &= 275 - 150 \\
 &= 125
 \end{aligned}$$

125 is above the threshold for premium payment (Column D), therefore calculate Premium Students

$$\begin{aligned}
 \text{Premium students} &= \text{Extra students} - (33 \times \# \text{ sections}) \\
 &= 125 - (33 \times 3) \\
 &= 26
 \end{aligned}$$

$$\begin{aligned}
 \text{ESP} &= (\$80 \times \text{Extra Students}) + (\$10 \times \text{Premium Students}) \\
 &= (\$80 \times 125) + (\$10 \times 26) \\
 &= \$10,260
 \end{aligned}$$

- If AA support is academically required, ESP is paid out at 20% ($\$10,260 \times 20\% = \2052)
- If a portion of the ESP is assigned to AA, subtract that amount from the ESP payment

Note: The collapsing of sections (i.e. teaching more than one section at the same time) is not permitted. Exceptional requests (with supporting rationale) may be made by the Dean for approval by

the Vice Provost, Faculty Affairs.