

Hiring & Salary Information

Hiring an Instructor

It is the responsibility of the academic department/unit to hire an instructor and ensure completion of all hiring paperwork. This includes administering and paying for the background investigation and acquiring transcripts and curriculum vitae or résumés. Necessary forms are available here:

<http://www.umt.edu/hrs/hiring%20guide/default.aspx>.

It is also the department's responsibility to complete the Instructional Position Description (IPD) and Request for Personnel Transaction form (RPT). If an instructor lives out-of-state, please indicate that on the hiring forms.

For current faculty working at 1.0 FTE, please complete an Extra Compensation Form. The formula for determining Extra Compensation is provided below.

Instructional Salary Formulas

The salary formula used for online courses depends upon whether or not the instructor is teaching within or above load (1.0 FTE).

Less than 1.0 FTE: **(Academic Year base salary / 2) x online load FTE**

For Mountain campus, each 3-credit course is 0.2 FTE.

FOR COT campus, each 3-credit course is 0.15 FTE.

Above 1.0 FTE: **(Academic Year base salary / 9) x load factor**

Load factors: 1 credit hour = 0.1875
 2 credit hours = 0.375
 3 credit hours = 0.5625
 4 credit hours = 0.750
 5 credit hours = 0.9375

Notes:

- Academic Year base salary is as of August 1 and January 1. These dates will be used as the basis for Fall and Autumn compensation, respectively.
- Load FTE is not the same as payroll FTE.
- There is a minimum pay threshold of \$1,000/credit.
- There is a maximum pay threshold of \$2,000/credit.

Budget Summary Form

Use the [Department Budget Summary Form](#) to communicate salary information to UOnline. The form will calculate salaries automatically based on the information you provide. Instructions are included in the form. If you have questions, please contact Jeff Wimett, x4470, jeffrey.wimett@umontana.edu.