

Policy Title: J-Term and Summer Travel Seminars Compensation

Policy Summary: Guidelines for faculty compensation

Policy Category: Academics

Policy Owner: Provost Office

Policy Summary

Compensation guidelines for J-term teaching and travel seminar compensation.

Purpose

The purpose of the J-Term Compensation Policy is to make transparent the campus-wide policy for compensation of employees who teach on-campus or travel seminars during J-term. This policy also applies to summer travel seminars.

Scope

Faculty and staff who teach J-term on-campus or travel seminars, as well as summer travel seminars.

Policy

For a course with a single instructor: On-Campus: \$5,400 (1,800/credit hour)

Travel Seminar Lead Instructor: \$6800

Travel Seminar Co-Leader: \$1500

Team-taught course

(On a travel seminar, where there needs to be a second person, this means there would be a co-instructor rather than a co-leader. With a co-instructor, both people traveling are responsible for the academic aspects of the seminar – reading, assignments, grading, etc.)

On-Campus: \$3400 each

Travel Seminar: \$4150 each.

Other Adjustments:

For an on-campus course with enrollment of less than 10, compensation is reduced based on enrollment at the time the decision is made to offer the course with enrollment of less than 10. Compensation for 8 or 9 students will be at 90%, for 6 or 7 students at 70%, down to 5 students at 50%. No class of less than 5 students will be offered. However, if you have 4 or fewer students you may have them register for an independent study. (See below).

For a travel seminar with enrollment of less than 10, the course would be cancelled. If an exemption is granted by the Provost, compensation for 8 or 9 students will be at 90%, for 6 or 7 students at 70%, down to 5 students at 50%.

For travel seminars, for full compensation as noted above, there must be 14 days or more of travel (including departure and arrival days). This is based on the fact that on-campus classes meet for 14 days (three weeks of 5 days minus MLK day). If there are fewer than 14 days, compensation is at the travel rate for $x/14$ days, where "x" is the number of days of travel, plus on-campus compensation for additional days adding up to 14. For example: if the travel seminar has 12 days of travel and 2 days on-campus, if taught by a single instructor, compensation would be $12/14$ times \$6800 plus $2/14$ times \$5400. The co-leader would receive $12/14$ times \$1500. (No compensation for the co-leader for work done "not traveling."). If the course were team taught, it would be $12/14$ times \$4150 plus $2/14$ times \$3400 for both instructors.

Independent studies:

Instructors supervising independent studies are paid at the rate of \$425 for a student doing a three- credit independent study. Independent studies worth 1 or 2 credits would be paid proportionally – 2 Credits: \$285, 1 Credit: \$145 (rounding up to the nearest \$5 increment).

Last Review Date: October 2022

Effective Date: J-Term 2023