## EXTRA SERVICE FEE SCHEDULE

### Summer/Wintersession

A faculty member is paid in the following manner for extra service in summer and winter terms:

- **$750 per credit hour** for 10 students; a course with 10 students is guaranteed to run.
- Each additional student is **$25 per credit hour**, with a maximum of $1000 per credit hour.
- For less than 10 students, faculty members have the option of being paid at **$75 per credit hour** per student; if the faculty member does not accept this option, the class is canceled.
- For contact hours beyond credit hours, pay is **$375 per contact hour**. For labs with zero credits, the first contact hour is paid at $750 and additional contact hours are paid at $375.
- Enrollment is determined by number of paid students on day 2 of classes.

### Online Course Development

A faculty member teaching an online course must have departmental and dean approval for listing the course as online. An online course must be designated as such in the schedule; a faculty member does not have the option of changing the course to an online offering after the schedule is advertised. A faculty member teaching an online course for the first time may request in advance a payment of $1,000 to develop the course; such courses, including all lecture and supplemental materials, belong to the College. Requests for compensation after the development of the course may be denied.

### Study Abroad in Summer/Winter

For faculty-led student groups doing study abroad during summer and winter terms, faculty will receive additional pay of $750 per week abroad. A week is defined as 5 days of instruction, not to include travel to and from the destination site and travel days during the study abroad experience. The number of weeks for which a faculty can receive extra compensation is limited to the SUNY formula; i.e., 1 week abroad = 1 credit; 2 weeks abroad = 2 credits. See below for further explanation of pay:

- **1 credit course** - $750 base plus $750 if a full week is spent abroad
- **2 credit course** - $1500 base plus $750 for each full week abroad up to two weeks
- **3 credit course** - $2250 base plus $750 for each full week abroad up to three weeks

**Note:** Faculty members do **not** receive a per diem when teaching study abroad courses.

### Multiple Instructors Per Course

If more than one faculty member is teaching an extra service course, the extra compensation as outlined above must be shared; i.e., each person does not get full pay but gets paid on a prorated basis according to the percent of responsibility for the course.
| Adjunct Compensation | $765 per credit hour - $383 per contact hour if more contacts than credit hours (credit bearing)  
Non-credit bearing $383 per contact hour |
|----------------------|------------------------------------------------------------------------------------------|
| Extra Service        | $750 per credit hour  
$375 per contact hour if more contacts than credit hours |
| Class Coverage       | If more than two weeks compensation will be at the rate of $50 per credit hour. Anything less than two weeks will be considered Collegial coverage. |
| Low Enrollment       | Low enrollment is considered anything less than 10 students and the faculty member teaching the class will be paid $225 per student. |
| Student Advisement   | Advisement for adjuncts will be paid at $750 per semester up to a maximum of 20 students. |
| Internship Supervision | Internship supervision will be paid when all paperwork and a grade is turned in for the student at $450 per student. |
| FFCS Course          | $1,200 per course |
| Teaching Abroad      | $50 per Contact Hour (courses are not credit bearing). Adjunct or Extra Service compensation is covered through the College.  
Lecture and Lab are treated equally  
Expenses covered:  
Chinese partner institutions will cover hotel accommodations and provide a daily stipend starting on the first day of teaching and ending on the last day of instruction. (Funds are provided by the Chinese partner institution).  
Airfare expenses if booked through the college and travel if within the scheduled teaching dates. Should faculty wish to extend their stay – they are responsible for making airline reservations. If you arrange your own flight travel, reimbursement will not be processed until partner review an approval is obtained. Total reimbursement is not guaranteed.  
Expenses to be covered through a Travel Order and a Travel Voucher (original Receipts are required for all reimbursable costs)  
Reimbursable costs:  
Visa charges  
$50 for cost of transportation to and from the airport in the U.S. may be required from the Chinese partner (this is not guaranteed). |