

EXTRA SERVICE FEE SCHEDULE

Effective 5/1/2020

Summer/Winter Session	Course Enrollment	Faculty Compensation*
	5 students	75% of \$2500
	6 students	80% of \$2500
	7 students	85% of \$2500
	8 students	90% of \$2500
	9 students	95% of \$2500
	10+ students	\$2500 PLUS \$25 per credit hour for each additional student, to a maximum of \$1000 per credit hour.
<p>*The above chart is based on a 3 credit/3 contact hour course.</p> <p>Faculty who commit to teaching courses with 5 or more students enrolled would be compensated at the above rates; in addition, departments would receive an incentive of \$100/credit hour for each course that runs with a minimum of 10 students enrolled. This amount would be distributed to departments in addition to their annual (state) allocations to help fund underfunded initiatives and procurement.</p> <p>The Registrar's Office will make a determination about paid student course enrollment on the Wednesday before classes start. Courses with fewer than five paid students enrolled may be subject to cancellation. See "Low Enrollment" for pay calculation if course is not cancelled.</p> <p>Class enrollment on day one will determine compensation. That amount can be increased if additional students enroll, but will not be reduced due to withdrawals.</p> <p>For contact hours beyond credit hours pay \$417 per contact hour. For labs with 0 credits, the first contact hour is paid at \$834 and additional contact hours are paid at \$417.</p>		
Online Course Development	<p>A faculty member teaching an online course (including a COIL 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 \$500 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.</p> <p>*does not apply to courses transitioned to online due to COVID-19</p>	
Microcredential Development	<p>\$250 per microcredential, payable when final curriculum committee approval is achieved.</p>	
Study Abroad in Summer/Winter	<p>For faculty-led student groups doing study abroad during summer and winter terms, faculty will receive additional pay of \$834 per week abroad.</p>	

	<p>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:</p> <ul style="list-style-type: none"> • 1 credit course - \$834 base plus \$834 if a full week is spent abroad • 2 credit course - \$1668 base plus \$834 for each full week abroad up to two weeks • 3 credit course - \$2500 base plus \$834 for each full week abroad up to three weeks <p><i>Note:</i> Faculty members do not receive a per diem when teaching study abroad courses.</p>
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 & Faculty Extra Service	<p>\$834 per credit hour - \$417 per contact hour if more contacts than credit hours (credit bearing)</p> <p>Non-credit bearing \$417 per contact hour</p>
Extra Service for 0 Credit Courses	\$834 per <u>first</u> Contact Hour – first hour is always credit bearing \$417 for all other Non Credit bearing.
Class Coverage	If more than two weeks, compensation will be at the rate of \$50 per credit hour, per week. Anything less than two weeks will be considered Collegial coverage.
Low Enrollment	Low enrollment is considered anything less than 10 students. Payment for low enrollment will be the cost for course divided by 10, multiplied by the number of students.
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. For 3 credit internship supervision, the compensation is \$225.
Honors Courses	Treated as a 3 credit course regardless of number of contact hours- \$2500.
FFCS Course	\$1,200 per course
Master Faculty	\$2500 or the equivalent of a 3 credit course release per semester
Faculty Governance (Presiding Officer, Faculty Secretary)	\$2500 or the equivalent of a 3 credit course release per semester
Topics in Research Courses & Practicum.	\$2500 based on max enrollment of 5 students per section; additional students above 5 are paid at a \$500 each.

	If enrollment is under 5 students, pay \$500 per student.
College in the High School Observation	\$150/course
Teaching Abroad	<p>\$50 per Contact Hour (courses are not credit bearing). Adjunct or Extra Service compensation is covered through the College.</p> <p>Lecture and Lab are treated equally</p> <p>Expenses covered:</p> <p>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).</p> <p>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 and approval is obtained. Total reimbursement is not guaranteed.</p> <p>Expenses to be covered through a Travel Order and a Travel Voucher (original receipts are required for all reimbursable costs)</p> <p>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).</p>

COMPENSATION FOR PACE INSTRUCTORS

Community College Coordinator	\$750/Semester
Community College Program Liaison	\$450/Semester
Classroom Observation (off-site locations, non-SUNY Cobleskill faculty conducting observation)	\$100
Off-Site courses at Community College Partnerships	<p>\$1,100/credit</p> <p>Any classes with over 25 enrollments, instructors would be eligible for Extra Service of \$25/credit/student up to 29 enrollments. For classes of 30 or more, another section may need to be offered. Extra service for over-enrollments would not be determined until end of Course Withdrawal.</p>

Online – Adjunct Instructors & SUNY Cobleskill Faculty (up to 25 students)	\$1,100/credit Any classes with over 25 enrollments, instructors would be eligible for Extra Service of \$25/credit/student up to 29 enrollments. For classes of 30 or more, another section may need to be offered. Extra service for over-enrollments would not be determined until end of Course Withdrawal.
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10/26/2020