

## **Summer & Winter Compensation Rates (prior to March 2025)**

### **1. Enrollment & Caps**

- a. Instructors receive full pay for a course when enrollment reaches 12 (undergraduate) and 8 (graduate).
- b. Enrollment caps will be set with the department chair and Dean of the appropriate school. Caps must be no less than 20 unless otherwise approved.
- c. When enrollment reaches the established cap, consultation with the Department Chair, the Dean of the School and the Director of Graduate & Continuing Education will determine if a new section will be created.

### **2. Compensation & Course Guarantees**

#### **Compensation**

- a. Courses that are considered “full” will be compensated at \$3,105 as the base pay for a 3 credit course (This follows the college policy of \$1,035/credit hour for extra service pay.). Payment will be disbursed following the add/drop period for the course following the established deadlines for the session in which the course is offered.
- b. Enrollments above 12 and 8 will be compensated at \$25 per student per credit hour (\$75 per student for a 3 credit course). Payment for these enrollments will be disbursed after the withdraw deadline for the course following the established deadlines for the session in which the course is offered.
- c. Compensation below 12 undergraduates or 8 graduates will be prorated. These dollar amounts can be found in the established special sessions pay scale.
- d. Independent studies and thesis will be compensated according to the special sessions pay scale.
- e. Internship advisors will be compensated at \$50 per credit per student.

- f. For the purposes of compensation calculation, graduate students in an undergraduate course are worth 1.5 undergraduate enrollments. Undergraduate students in a graduate course are worth .75 graduate students.

## **Course Guarantees**

1. Individual course guarantees are reevaluated by the Director of Graduate & Continuing Education each year based on course enrollment history and programmatic needs in consultation with the appropriate Dean. This includes guarantees at both full, as well as partial, or prorated pay.
  - a. The following will be included in the analysis for course guarantees:
    - I. A minimum of three years (as available) enrollment history
    - II. Schedule needs (e.g. general education and college requirement courses)
    - III. Course needs in cohort-based programs
    - IV. Other, as deemed appropriate by the Dean of the School and the Director of Graduate & Continuing Education

### **[View Instructor Compensation Calculations \(PDF\)](#)**

**"Full Guarantee"** refers to a guarantee that the course will be paid a minimum of \$3,105. Additional enrollments are compensated according to the special sessions compensation policy.

**"Partial Guarantee"** refers to a negotiated number below full. This will vary from 1 - 11 (undergraduate) and 1 - 7 (graduate). Compensation for these courses will follow the special sessions pay scale

## **1. Method of Payment**

Summer session compensation is in addition to the salary earned for the academic year and is included in the normal biweekly paycheck and not issued as a separate check. Separate checks are issued only to employees paid on the 21 pay mode basis who are off the payroll during their summer session obligation.