

# EXTRA SERVICE FEE SCHEDULE

Effective 7/1/2022

|  |   |   |
|--|---|---|
| Summer/Winter Session  | Course Enrollment   | Faculty Compensation*   |
|  | 5 students  | 75% of \$3250   |
|  | 6 students  | 80% of \$3250   |
|  | 7 students  | 85% of \$3250   |
|  | 8 students  | 90% of \$3250   |
|  | 9 students  | 95% of \$3250   |
|  | 10 - 24 students  | \$3250  |
|  | More than 24 students   | If a course has more than 24 students in it, a new section should be opened and calculated at the rates listed above. |
| <p>*The above chart is based on a 3 credit/3 contact hour course. All other courses should follow the regular extra service pay amounts with corresponding adjustments made for differences in enrollment.</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. Adjustments may be made at the end of the Add/Drop period.</p> <p>For contact hours beyond credit hours pay \$542 per contact hour. For labs with 0 credits, the first contact hour is paid at \$1084 and additional contact hours are paid at \$542.</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 <b>request in advance</b> a payment of \$500 to develop the course, payable when final curriculum committee approval is achieved; 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                               | \$250 per microcredential, payable when final curriculum committee approval is achieved.  |
| 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 \$1000 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:</p> <ul style="list-style-type: none"> <li>• 1 credit course - \$1084 base plus \$1000 if a full week is spent abroad</li> <li>• 2 credit course - \$2168 base plus \$1000 for each full week abroad up to two weeks</li> <li>• 3 credit course - \$3250 base plus \$1000 for each full week abroad up to three weeks</li> </ul> <p><i>Note:</i> Faculty members do <b>not</b> 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>\$1084 per credit/contact hour - \$542 per contact hour if more contacts than credit hours (credit bearing)</p> <p>Non-credit bearing and less than 1 contact - \$542 per contact hour</p>   |
| Extra Service for 0 Credit Courses                        | \$1084 per <u>first</u> Contact Hour – first hour is always credit bearing<br>\$542 for all other Non-Credit bearing.   |
| Class Coverage  | If more than two weeks, compensation will be at the rate of \$72 per contact 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  | Two 1-credit Honors seminars = compensation for one 3-credit course = \$3250.   |
| FFCS Course   | \$1,500 per course  |
| Faculty Governance (Presiding Officer, Faculty Secretary) | \$3250 or the equivalent of a 3 credit course release per semester  |

|   |  |
|---|--|
| Topics in Research Courses & Practicum. | \$650 per student based on max enrollment of 5 students per section.   |
| 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:<br/>         Visa charges<br/>         \$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  | \$750/Semester   |
| Classroom Observation (off-site locations, non-SUNY Cobleskill faculty conducting observation) | \$100  |
| Off-Site courses at Community College Partnerships   | <p>\$1084/credit for new faculty.</p> <p>\$1,200/credit for returning faculty (already taught for PACE).</p> <p>Any classes with over 25 enrollments, instructors would be eligible for Extra Service of \$30/credit/student up to 35 enrollments. For classes of 36 or more, another section may need to be offered. Extra service for over-enrollments</p> |

|   |  |
|---|--|
|   | <p>would not be determined until end of Course Withdrawal.</p> <p>For courses <u>under</u> enrolled, \$120/credit/student (ex. 5 students in a 3 credit hr. course, 5 x \$360 = \$1,800)</p>   |
| <p>Online – Adjunct Instructors &amp; SUNY Cobleskill Faculty (up to 25 students)</p> | <p>\$1084/credit for new faculty.</p> <p>\$1,200/credit for returning faculty (already taught for PACE).</p> <p>Any classes with over 25 enrollments, instructors would be eligible for Extra Service of \$30/credit/student up to 35 enrollments. For classes of 36 or more, another section may need to be offered. Extra service for over-enrollments would not be determined until end of Course Withdrawal.</p> <p>For courses <u>under</u> enrolled, \$120/credit/student (ex. 5 students in a 3 credit hr. course, 5 x \$360 = \$1,800)</p> |

7/8/2022