FIRST-YEAR PROGRAMS

COMPENSATION POLICIES

Effective Winter 2008

COMPENSATION AMOUNTS

- **College Connections (FIG)**
  College Connections is a 1-credit, fall-term course taught by faculty as part of the FIG Program. Total compensation for teaching a College Connections (199) course is $2,000. Two faculty members co-teaching a College Connections course may choose to split the compensation. FYP does not pay OPE for College Connections.

- **Transfer Seminars**
  Transfer Seminars are 1-credit, fall-term only courses offered to transfer students. Total compensation for teaching a Transfer Seminar (399) course is $2,000. Two faculty members co-teaching a Transfer Seminar course may choose to split the compensation. FYP does not pay OPE for Transfer Seminar courses.

- **Freshman Seminars**
  Freshman Seminars are 3-credit courses taught fall, winter, or spring term. Total compensation for teaching a Freshman Seminar is $6,000 (+ OPE, if taken as salary). Two faculty members co-teaching a Freshman Seminar may choose to split the compensation.

COMPENSATION POLICIES

Faculty members who participate in First-Year Programs in addition to their regular teaching responsibilities, or “out-load,” may choose to take their Faculty Support Payment either in the form of professional development money or as pay. Faculty members may also teach FYP courses/seminars as part of their regular teaching obligation, or “in-load,” if that arrangement has been made with the home department, school, or college. For those teaching “in-load,” the Faculty Support Payment remains with the home department, to be used as the department needs.

Faculty members without a home department (visiting or adjunct faculty) may not have access to a professional development fund. In this case, the instructor may need to take the Faculty Support Payment as pay. Faculty members should check with their individual departments for clarification.

The following policies apply:

- **Professional Development Money**
  Professional development money must be used for the enhancement of teaching or research responsibilities, e.g., purchasing teaching materials, professional travel, hiring students, or purchasing equipment. Any equipment or materials purchased become the property of the faculty member’s department. It remains the department's responsibility to ensure the funds are spent according to these guidelines. Many departments prefer that Faculty Support Payments taken as professional development money be spent during the fiscal year in which the seminar/course is taught. If for some reason a faculty member anticipates not spending the FSP in that year, arrangements should be made with his/her department.
• Pay

  o FIGS and Transfer Seminars
  Faculty members choosing to take their FSP as pay who are already teaching at 1.0 FTE during the academic year must take it as a payroll stipend (taxes withheld), or be paid during the summer. Please note that those who choose to be compensated in the form of pay do not receive the full compensation amount. The cost of OPE (Other Payroll Expenses such as PERS contribution, Social Security, Medicare, Workers Compensation, etc.) is deducted from the total compensation amount first (usually averaging 30-40%). Faculty members receive the balance, which is then subject to withholding. The net result, after taxes, may be as little as half of the original compensation amount.

  o Freshman Seminars
  Faculty members taking their $6000 as pay will be awarded the full amount in addition to compensation for associated OPE expenses. The cost of OPE (Other Payroll Expenses such as PERS contribution, Social Security, Medicare, Workers Compensation, etc.) is included with the total compensation amount first (usually averaging 30-40%). Faculty members then receive the combined total. FYP does not pay OPE on compensation taken as professional development pay.

FUNDS TRANSFER

Funds for FSPs are typically transferred to accounts during the fourth week of each term. Faculty members receiving FSP need to have personal account information (index and activity code), so that funds can be transferred to the appropriate FIS account. Leah Blackburn, Program Coordinator for First-Year Programs, will work with departmental budget managers to assist in providing FIS-related account information for faculty members. Those who choose to be compensated in the form of pay must ask their home department to process any necessary payroll documents. FSPs taken as pay can then be distributed to faculty members on the next available payday, or however the department and faculty arrange it. Faculty should make arrangements with their departmental payroll managers.

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<tr>
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<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
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<tr>
<td>Funds Transferred to Department</td>
<td>Week of 11/12/07</td>
<td>Week of 2/25/08</td>
<td>Week of 5/12/08</td>
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<td>FSPs as Pay Available to Faculty</td>
<td>November payday</td>
<td>March Payday</td>
<td>May Payday</td>
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HELP/CONTACT INFORMATION

If you have questions about the compensation policies described in this handout, please contact:

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