FIRST-YEAR PROGRAMS
COMPENSATION POLICIES
Effective FY 2009-2010

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 (+ OPE*, if taken as pay). Two faculty members co-teaching a College Connections course may choose to split the compensation. Any health insurance costs are paid by the faculty’s home department.

- **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 (+ OPE*, except for Health Insurance, if taken as pay). Two faculty members co-teaching a Transfer Seminar course may choose to split the compensation. Any health insurance costs are paid by the faculty’s home department.

- **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*, except for Health Insurance, if taken as pay). Two faculty members co-teaching a Freshman Seminar may choose to split the compensation. Any health insurance costs are paid by the faculty’s home department.

* OPE = “Other Payroll Expenses” are expenses that the University (through your Department) pays for you such as PERS contributions, Social Security, Medicare, Workers Compensations, etc. Health Care is a separate expense.

**ADJUNCT and VISITING FACULTY:**
NOTE: Adjuncts to be hired must remain current in their department’s hiring pool to avoid any future paperwork difficulties. Please contact your department to verify your status.

Adjunct and Visiting Faculty are paid according to policies determined by their departments. Please check with the individual department for clarification.

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 (FSP) 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.

  FYP does not pay OPE on compensation taken as professional development pay.

- **Pay**
  Faculty members taking their FSP as pay will be paid their full compensation amount in addition to compensation to their departments for OPE expenses. Health Insurance is not part of the OPE expenses.

  Adjunct and Visiting Faculty are paid according to policies determined by their departments.

**FUNDS TRANSFER**

Funds for FSPs are typically transferred to the faculty’s department account no later than the FOURTH WEEK of each term, dependent upon receipt of the faculty’s account information (see chart below):

*Fund transfers cannot be made until faculty members receiving FSP have provided a personal account information (index and activity code), their in-load/out-load designation and their pay preference (i.e., pay vs. Professional funds).*

Faculty is encouraged to work with their departmental budget managers in determining FIS-related account information. Departmental budget managers should contact Leah Blackburn, Program Coordinator for First-Year Programs with any questions.

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 10/12/09</td>
<td>Week of 1/25/10</td>
<td>Week of 4/19/10</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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First-Year Programs  
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