

EXTRA SERVICE FEE SCHEDULE

Adjunct Compensation & Faculty Extra Service	<p>\$1334 per credit/contact hour - \$667 per contact hour if more contacts than credit hours (credit bearing).</p> <p>Courses that are .5 credit/1 contact - \$667 per contact hour (PHED etc.)</p>
Compensation for 0 Credit Courses	\$1334 per <u>first</u> Contact Hour – first hour is always credit bearing \$667 for all other Non-Credit bearing.
Class Coverage	If more than two weeks, compensation will be at the rate of \$90 per contact hour, per week. Anything less than two weeks will be considered Collegial coverage.
Winter Term Course Compensation	Winter term courses are compensated according to the Faculty Extra Service rates during the regular academic year. The low enrollment rate will be used for classes with less than 12 students enrolled. 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. Requisitions will be submitted after the end of the Add/Drop period.
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 <i>request in advance</i> 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>
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.
Low Enrollment	Low enrollment is considered anything less than 12 students. Payment for low enrollment will be the cost for course divided by 12, multiplied by the number of students.
Student Advisement	Adjuncts who provide academic advisement will be paid \$375 per semester for every 10 students assigned.
Internship Supervision	Internship supervision will be paid when all paperwork and a grade is turned in for the student at \$450 per student. For a 3-credit internship supervision, the compensation is \$225.

Honors Courses	Two 1-credit Honors seminars = compensation for one 3-credit course = \$4000
FFCS Course	\$1,500 per course
Faculty Governance (Presiding Officer, Faculty Secretary)	\$4000 or the equivalent of a 3-credit course release per semester
Topics in Current Research Courses	\$650 per student based on max enrollment of 5 students per section.
Practicum	\$650 per student based on max enrollment of 5 students per section.
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"> • 1 credit course - \$1334 base plus \$1000 if a full week is spent abroad • 2 credit course - \$2668 base plus \$1000 for each full week abroad up to two weeks • 3 credit course - \$4000 base plus \$1000 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>
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:</p> <ul style="list-style-type: none"> 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).
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COMPENSATION FOR DEGREE COMPLETION INSTRUCTORS

Community College Coordinator	\$750/Semester
Community College Program Liaison	\$750/Semester
Classroom Observation (off-site locations, non-SUNY Cobleskill faculty conducting observation)	\$100
Instructors of Community College Partnerships	<p>Payment is the same as Adjunct Compensation & Faculty Extra Service</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 under-enrolled, please see “Low Enrollment” section above.</p>

SUMMER SESSION COMPENSATION 2025 - 2026

1 - 11 students	\$416 per student
12 - 30 students	\$5,000
More than 30 students	If a course has more than 30 students in it, in consultation with faculty, either a new section will be opened or the faculty will be compensated at the per student rate for enrollment above 30 students.

The above chart is based on a 3-credit/3-contact hour course. Courses with other credit and contact hour totals can be figured at \$1,667 per contact hour with matching credits. For contact hours beyond credit hours, pay per contact hour is \$834. For labs with 0 credits, the first contact hour is paid at \$1,667 and additional contact hours are paid at \$834. For courses with less than 12 students, use the low enrollment calculation.

The Registrar's Office will provide data on paid student course enrollments to the Dean's Office on the Wednesday before classes start. Faculty will be contacted by the Dean's Office to determine if they are willing to teach at the low-enrolled rate. If the faculty member is not willing to teach at the low-enrolled rate, the class may be reassigned or may be subject to cancellation.

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. Requisitions will be submitted after the end of the Add/Drop period.

Updated 5/25