



Clarkson

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To: Academic Administrators and Faculty
From: Provost Hannigan *Robyn Hannigan*
Date: April 6, 2020
Subject: Process for On-line Summer Course Instruction & Compensation Guideline

This message is intended to provide an outline for on-line summer instruction, guideline to faculty compensation during summer 2020, and related process information.

Guideline to Faculty Summer Compensation

Baselines

\$5,500 undergraduate level courses

\$6,500 graduate level courses

With an approved justification, rates may be modified due to extenuating circumstances. Justification for adjustments may include, but are not limited to:

- \$2,000 additional compensation for courses with enrollments >50 students
- Reasonable adjustments for limited supply of instructors with discipline expertise
- \$2,000 decreased compensation for single lab sections
- Reasonable adjustments driven by market variables
- Modifications based on customized Memos of Understanding (MOU) and/or other approved contractual agreements

Fewer than three credit course compensation must be adjusted accordingly. Courses with six or fewer students enrolled at the end of the drop period in which it is offered will be cancelled with 100% forfeit of instructor compensation. It is the joint responsibility of the instructor and their Chair/Associate Dean to communicate to students the course may be cancelled when minimum enrollment is not met.

Directed study courses are considered unpaid University service.

Workflow Process & Student Administrative Services

The academic department submits the courses they wish to offer along with the completed Supplemental Pay Authorization Form (for full-time regular faculty members) to their Dean's office, who reviews for accuracy and necessary signatory approvals, and then forwards them to the Registrar's office for input into myCU. Simultaneously faculty should assess preparation for online course delivery and reachout to The Teaching and Learning Corner* (TLC) for support.



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The Registrar schedules the courses, reserves the rooms, and obtains information from payroll regarding pay dates, etc. The Registrar then notifies the Department Chair of the course information. Please note under the Human Resources section below additional requirements to hire faculty who have not previously taught at Clarkson.

Once the above steps are complete, the Registrar sends the appointment letter to each individual faculty member, reminding them of minimum enrollments and related information. Faculty are asked to sign and return to the Registrar's office.

Once a signed letter has been returned, the Registrar reaches out to the Department Admin with request to initiate a Payroll Authorization (PA). A copy of the contract letter and Supplemental Pay Authorization Form should be attached to the PA. The Registrar's Office is the final approver on the payroll authorization, and does not approve them until the end of the add/drop period, after verifying course enrollment per the above guidelines.

Human Resources

If you plan to hire someone who has not previously worked at Clarkson, you must consult Human Resources before a contract is issued. Additionally, a reminder all payments must be paid as taxable wages to the respective employee through Clarkson's payroll office, and any requests to divert these types of payments will be denied.

***Online Format Support through TLC**

In anticipation of online modality only for summer instruction, faculty who plan teaching in the summer have time NOW to begin preparing for true online course delivery. TLC can pair you up with Instructional Designers and have them work through a modified/accelerated version of the course development process. Faculty are encouraged to begin this process now.

Please contact the relevant Office if you have questions regarding summer instruction and related processes.