



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 1.2150

DIVISION: Academic Affairs

TITLE: Short-term, Faculty-Led Study Abroad Compensation for Summer and Winter Sessions

DATE: July 17, 2013

REVISED:

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### **I. Purpose and Scope**

Faculty members teaching WKU Faculty-led Study Abroad (FLSA) programs have been compensated at a rate which is below that of faculty teaching courses on campus. Recognizing that the development and delivery of courses which are offered in international locations take no less effort and most likely more responsibility than teaching an on campus course, this policy provides for equal compensation between WKU Faculty-led Study Abroad programs and on campus courses taught in the Winter Session and Summer Terms.

### **II. Policy**

#### **A. Faculty Compensation**

1. Faculty serving as the instructor of record will receive compensation at the same rate as that for Winter Term and Summer Sessions compensation, as outlined in Policy 1.2121. Similar to prorated stipends in Winter and Summer terms, and due to financial structures inherent in short-term faculty-led course budgets, the amount of the instructor compensation will be capped at the current Winter/Summer compensation amount (Policy 1.2121) for ten (10) or more full-paying students (both credit and non-credit) and prorated for programs that run with less than 10 students.
2. Each Program Leader is eligible for compensation only for students enrolled in his/her WKU course(s). Courses eligible for separate compensation must have different course numbers, different CRNs, and different course syllabi. Undergraduate and graduate courses with the same course number are counted as one course. Multiple sections of the same course are counted as one course.

### **III. Procedure**

1. Billing for and compensation for WKU Faculty-led Study Abroad programs will be handled by the Division of Extended Learning and Outreach (DELO). Because the scope of the instructor's work includes post-course responsibilities, such as completing post-course reports and travel vouchers, half of the total compensation will be processed on course start date and the remaining upon fulfillment of the responsibilities outlined in the FLSA program leader agreement.

### **IV. Related Policies**

1.2121 Summer Sessions and Winter Term Compensation and Distribution

### **V. Reasons for Revision**