

Process for Receiving Compensation in Accordance with the Remuneration Policy

Beginning in fall 2016, upon the completion of a master's project or thesis advised by a faculty member outside of their full-time teaching load and without any other compensation (extra service, summer session stipend), the following process will occur.

- 1) The Graduate School cannot easily identify the CRNs that are part of a required teaching load. It is assumed that CRNs outside of the required load will have fewer than 5 students enrolled. The Graduate School reviews the grades submitted for all students in sections of 690/695/795 that meet this criteria. If more than 5 students are enrolled in a CRN that is outside the required load of the instructor on record, the department must notify the Graduate School.
- 2) The Graduate School communicates the possibility of remuneration eligibility for each faculty member for each student with a final grade in the courses identified in step #1.
- 3) Faculty member submits electronic Remuneration Form (<https://buffalostate.wufoo.com/forms/remuneration/>) to the Graduate School if s/he believes they are eligible for compensation/verifying the course was outside of their required load. Faculty members are approved for remuneration for up to three (3) master's projects or theses per semester. If an individual faculty member would be responsible for more than three (3) projects or theses in a semester, prior approval should be requested in a memo to the Provost before the person performs the work.
- 4) Graduate School representative consults with academic department and/or dean's office to ensure compliance with Remuneration policy (did the registration for the course occur fall 2016 and beyond, was the course completed outside of the faculty member's required load, has a grade/change of grade form been submitted to show completion of course).
- 5) If compliance is met, academic department prepares CECF with all information filled out in the "Current" section. "New" section should reflect amount, account title, and account number. Specific information regarding compensation is below:
 - a. Salary:
 - i. \$100.00/credit hour for master's project/thesis completed off-load
 - ii. \$600.00 – advisement of a multidisciplinary studies student who has completed a master's project or master's thesis (student must enter fall 2016 and beyond)
 - b. Account Title: J-term
 - c. Account Number: 960004
 - d. Dates of Service:
 - i. Start Date: first day of semester of course registration
 - ii. End Date: last day of semester of completion

IMPORTANT NOTE: Department Chairs who receive a stipend are NOT eligible for extra service as per UUP Contract Article 25 Compensation of Department Chairpersons § 25.1 a. Payment of such stipend precludes extra service during the term of professional obligation. If most of the advisement work was done by a chair during a period when s/he was NOT receiving a stipend, remuneration may be awarded. Justification to this end would include date of course registration, date and duration of completion, and support from the respective Associate Dean.