

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 communicates the possibility of remuneration eligibility for faculty members assigned to master's project and master's theses courses each semester.
- 2) 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.**
- 3) Graduate School representative consults with academic department and/or dean's office to ensure compliance with Remuneration policy (registration for the course occurred fall 2016 or after, the course was completed outside of the faculty member's required load, a grade/change of grade form has been submitted to show completion of course).
- 4) 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