

# Program Administration Stipend Policy and Procedure

## Adjunct Faculty

### Definition

Program Administration Stipends may be requested and paid to adjunct faculty members for duties performed outside of classroom teaching or for work not defined as a mandatory duty (required training and meetings) or non-classroom instructional activities (independent studies, course by arrangement or directing a master's thesis.) Program administrative stipends may be requested for duties that include but are not limited to advising, student recruiting, presenting at University sponsored workshops or events or other non-teaching, extraordinary duties. The stipend should **not** be included in the teaching contract or added to the base teaching salary.

### Policy

A written request via e-mail or interoffice mail must be directed to the Provost after approval by the College Dean. The stipend request should include the program and/or school name, the amount of the stipend, the **specific duties** for which the stipend is being awarded, the adjunct recipient(s), the semester or date in which the duties are assigned and the organization number from which the stipend was budgeted and will be paid.

### Payment Procedure

Once approved by the Dean and Provost, a payroll authorization form (PRA) must be submitted for each eligible adjunct to receive the stipend. Please note the following detail necessary on each PRA::

- The **effective date** of the PRA should be the date that the duty is first performed. The stipend will be paid or begin being paid on the first available adjunct faculty pay date (20<sup>th</sup> of the month) after the effective date. To ensure timely payment, submit completed and signed PRA's to Human Resources at least 10 business days prior to the monthly adjunct pay date.
- The **date of authorization** is always the date that the PRA is completed by the initiator.
- Please complete the **required employee information** (name, address, phone and social security number.) The title of position should be Adjunct Instructor.
- Please indicate the stipend as either:  
**A one-time payment** for stipends to be paid in one lump sum. Indicate the amount of the lump sum payment. The service performed section on the one time payment line should state "Program administrative stipend for \_\_\_\_\_." Complete the semester name/year or date(s) that the duties were performed.

OR

- **Other** for stipends to be paid in installments. Indicate the total amount of the stipend (use the remarks section to detail the number of installments.). The reason on the other line should state "Program administrative stipend for \_\_\_\_\_." Complete the semester name/year or date(s) that the duties were performed.
- In the **remarks** section, please briefly detail the duties for which the stipend is being paid. Examples include "undergraduate advising for the School of Communications" or "MATL workshop presenter." Please denote the number of installments and the months in which the installments should be paid if appropriate.
- The stipend should be charged to the appropriate college payroll **org. # and account #**. Please note that stipends must be paid from payroll budget lines. If stipend dollars are budgeted on non-payroll lines, please complete a budget transfer form and direct it to the Associate Vice President of Finance and Planning.
- The **department** (college and school and/or program) should be completed as appropriate.
- The school/program director should and the Dean must **sign** each PRA and then send it to Human Resources for processing.

Unsigned or incomplete PRA's will be not be processed. Questions regarding this procedure should be directed to Associate Director of Human Resources at extension 4331.