

GUIDELINES FOR PROCESSING ADDITIONAL COMPENSATION

The Additional Compensation Form is used for full-time faculty, staff employees, and adjunct faculty to compensate them for work beyond the normal duties or contract terms such as: teaching directed study courses, teaching in the honors program, teaching 1 credit courses, adjunct training, course development, and tutoring, mentoring or other duties beyond their contact terms. All work must be approved in advance by the appropriate Supervisor and/or Dean. If the Supervisor and/or Dean approves the additional work, they will enter the compensation, sign and date the Additional Compensation Form.

After the work is completed the faculty member will submit the original form and a copy of their course schedule (if relevant) to verify the course is completed. The faculty member will retain a copy for their records. Upon approval by the Dean, a copy will be sent to the Office of Academic Affairs, a copy will be sent to the Human Resource Department to be filed in the faculty member's file and the original will be sent to the Payroll Office for payment.