

Compensation Contract for Faculty-Led Courses Abroad

By authority of the Board of Regents of the State of Kansas and subject to all provisions of the laws of Kansas, the regulations, policies, and resolutions of the Board of Regents and the rules, regulations, and policies of Kansas State University, Kansas State University makes the following offer.

To be Completed by the Faculty Leader

Name: _____ Department: _____

Rank: _____ Course: _____

Term: _____

Type of Compensation (check one): Salary DRA Receive only travel expenses, housing & per diem

Dept. Account # _____ (General Use)

\$ _____ Academic Year Contract Amount - Basis (check one): 9 month 12 month

\$ _____ Minimal acceptable salary

To be Completed by the Office of International Programs

_____ Enrollments needed @3 SCH to cover 100% of salary/benefits

_____ Enrollments needed @3 SCH to cover 70% salary/benefits

_____ Enrollments needed @3 SCH to cover minimum acceptable salary

_____ Actual enrollments

Salary range: \$ _____ to \$ _____

Explanation of Compensation Options

In general, tuition generated from a three-credit hour course must be sufficient to cover 100% of the salary and benefits of an instructor's one-ninth or one-twelfth contract. Faculty on twelve-month contracts must complete an "Additional Pay Form" and have it approved in order to receive salary. Compensation will be prorated for courses less than 3 credit hours, and courses that take place after the beginning of a new fiscal year will reflect the new salary base. The Associate Provost for International Programs, in conjunction with the department head and the instructor of record, may mutually agree to adjust the compensation to an amount less than 100% of the 1/9th or 1/12th contract salary and benefits, if the tuition generated is not sufficient to provide 100%. Final salary, based on actual enrollment, will be determined no later than 30 days prior to program departure by the Study Abroad Director, who will then inform the faculty member of the expected compensation amount. Courses that do not generate the agreed upon compensation (salary plus benefits) will be cancelled by the Associate Provost for International Programs, after consultation with the department head and the instructor of record, no later than 30 days prior to scheduled departure from the United States. In lieu of salary, faculty may select compensation in the form of a Development Reserve Account (DRA). OIP will transfer to the DRA account 80% of tuition generated, up to a maximum of 1/9th or 1/12th of the faculty member's salary. Faculty also may waive compensation and accept only reimbursement of travel expenses (should enrollments not provide adequate salary).

I hereby agree to accept the terms of compensation for the above course.

Instructor: _____ Date: _____

Department Head: _____ Date: _____

Dean of College: _____ Date: _____

Accountant for Faculty-Led Programs: _____ Date: _____

Coordinator of Faculty Services: _____ Date: _____

Director of Study Abroad: _____ Date: _____

Assistant Provost of International Programs: _____ Date: _____