

Pamplin Study Abroad Faculty Compensation

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Faculty participating in Pamplin study abroad programs are compensated from college funds identified in the International Program budget, not the individual study abroad program funds.

General restrictions:

1. The program must have 14 students enrolled unless special approval is received from the dean.
2. Programs with more than 15 students must include a second designated individual who is available at all times to assist. This person could assist or have a lead role and could be other Pamplin faculty, on-site personnel, graduate students, adjuncts, or significant others.
3. Any volunteers who support the program in a chaperone capacity must follow the university policy 1070.
4. Faculty receive a stipend to develop course material and organize trip logistics except for winter and summer sessions (or as promulgated by the university payment models).
5. Per Diem is reimbursed at 75% of the published US State Department rates at the time of the trip.

Multiple periods/methods of delivery:

1. Academic semester
2. Winter session
3. Spring break session
4. Summer session
5. Hybrid programs

Compensation:

1. Academic semester

Faculty are not paid on overload but generally receive their normal salary as this long-term teaching commitment is considered in-load. Stipends are paid at \$8,000 to the program leaders.

Additional faculty who accompany but do not teach receive a \$2,000 stipend per program. Additional teaching faculty or graduate students are paid \$4,000.

Per Diem is also paid for the duration of the faculty member's time; however, meals provided must be deducted from the per diem rates.

Type of Instructional Support	Salary payment	Stipend	Budget for payment
Faculty – T&R – Lead	-0-	\$8,000	College
Teaching Assistants (faculty or graduate students)	-0-	\$4,000	College

Adjunct Faculty (teaching and leading a program abroad)	Equivalent to faculty member's academic department's semester adjunct pay per credit hour.	-0-	College
Non-Teaching Assistants (faculty, graduate, or undergraduate* students, and mentors leading embedded component abroad)	-0-	Up to \$2,000 as negotiated	Program

* An undergraduate student serving as a non-teaching assistant must have previously participated in the program and is being recommended to serve as an undergraduate non-teaching assistant by the program's faculty director.

2. Winter session

Instructional faculty (T&R or A/P) are compensated following the university guidelines for winter session. Starting with 2016-17, this is equivalent to 3.75% of the academic-year salary per credit hour of instruction or \$2,500 per credit hour taught whichever is greater. That applies to 9 month and 12 month faculty. Surplus funds generated from these programs are split 70% with the faculty member's home department and 30% with the college.

If more than 15 students participate, an assistant program leader will be compensated \$2,000 from the program funds. Additional faculty would follow the winter session guidelines for payment.

Type of Instructional Support	Salary payment	Stipend	Budget for payment
Faculty – T&R – Lead	3.75% AY Salary/per credit hour of instructions	-0-	College
Additional, Non-Teaching Assistants (faculty or graduate students) – if >15 students		Up to \$2,000 as negotiated	Program

3. Spring session

Spring session can take place during the Spring break or as a May add-on (with a start date prior to the Spring term grade due dates). Faculty teaching during this time period are compensated at \$4,000 from the college funds. The \$4,000 stipend would be paid out in increments over the duration of the program travel and is processed on a P-14 form.

Adjunct faculty who serve as instructor of record and teach in study abroad programs in the fall or spring semesters be compensated at the same rate per credit hour as adjunct faculty in their departments teaching regular semester courses taught in fall or spring.

Non-teaching assistants serving as course mentors and leading an embedded field component abroad will be eligible for a stipend as non-teaching assistants (up to \$2,000, paid from program funds).

Type of Instructional Support	Salary payment	Stipend	Budget for payment
Faculty – T&R – Lead	-0-	\$4,000	College
Teaching Assistants (faculty or graduate students)	-0-	\$4,000	College
Adjunct Faculty (teaching and leading a program abroad)	Equivalent to faculty member's academic department's semester adjunct pay per credit hour.	-0-	College
Non-Teaching Assistants (faculty, graduate, or undergraduate* students, and	-0-	Up to \$2,000 as negotiated	Program

mentors leading embedded component abroad)			
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4. Summer session

Nine-month month instructional faculty (T&R or A/P) are compensated following the university guidelines for summer session. Starting with 2016-2017, the limit is 11.25% of the academic-year salary at December of the previous year per 3 credit-hour course.

Twelve-month month instructional faculty (T&R and AP) who conduct any Summer study abroad program will receive a stipend of \$2,000 for each 2 week period abroad, unless other arrangements are approved by the dean. Stipends are processed on a P-14 form and paid out over the duration of the program (annualized to ensure the person receives the agreed upon amount).

Type of Instructional Support	Salary payment	Stipend	Budget for payment
9 mo faculty – T&R or A/P – Lead	11.25% of AY Salary/3CH	-0-	College
Non-Teaching Assistants (faculty or graduate students) – if >15 students	-0-	Up to \$2,000 as negotiated	Program
Teaching Assistants (faculty or graduate students)	-0-	\$4,000	College
12 mo faculty – T&R or A/P - Lead	-0-	\$2,000 per 2 weeks abroad	College

5. “Hybrid” Semester Programs

Background: “Hybrid” semester programs are focused on connecting Virginia Tech students with international partner universities on an exchange or direct enrollment basis. Typically, Pamplin faculty would not accompany the students. Students would take courses that are pre-approved for VT credit, which could also include a XXX 3954 Study Abroad course. Considerable time and effort on the part of Pamplin faculty may be consumed in developing the programs which most likely will be department focused. Faculty may also be involved in an on-going way with program promotion, student selection, coordination with the partner institution, and being the instructor of record for XXX 3954 Study Abroad. Further, faculty responsibilities may include weekly contact with the students abroad and review and grading of assignments, including term papers.

A one-time \$4,000 stipend is paid to the faculty member(s) who develops the program. That would include tasks such as coordinating with the host institution, getting course approval for VT credit, any selection criteria for students, developing a poster and brochure, and the initial set up of the website for the program.

A stipend for program management is payable at \$500 per student attending the program, with a maximum of \$2,500 annually. That goes to the faculty member(s) who meet the following criteria in managing the semester program:

- a. Be the instructor of record for the XXX 3954 course
- b. Market the program, which includes developing the program brochure and poster, working with International Programs Office to oversee maintenance the website, conducting a minimum of three (3) information sessions for recruiting, and at least one (1) pre-departure orientation session
- c. Provide counseling/ advising for student candidates
- d. Be the primary point of contact and coordinator with the host partner university

- e. If the instructor is required to travel to the host site, the travel expenses would be covered by a program fee assessed the students, but there would be no additional stipend amount.
- f. These stipends will be funded from the college funds and paid in the summer.

For hybrid programs without a XXX 3954 Study Abroad course:

- a. A one-time \$4,000 stipend to the faculty member(s) who develops the Program
- b. Ongoing program management and promotion would be coordinated by the Pamplin International Programs Office. The IP Office will handle the administrative details. No additional stipends would be paid.
- c. The one-time stipend will be funded from the college funds and paid in the summer.

Type of Instructional Support	Salary payment	Stipend	Budget for payment
Faculty – T&R – Lead Developer (XXX 3954)	-0-	\$4,000	College
Faculty – Program Mgr	-0-	\$500 / student (max. \$2,500)	College
Faculty – T&R – Lead Developer (no XXX 3954)	-0-	\$4,000	College