Academic Policy.

Policy Type:	Faculty Stipend.
Policy Number:	1024
Date Adopted:	03/28/2011
Version:	5.00
Review Cycle:	Biennial Date
Last Reviewed:	09/11/2023
Office Responsible:	Provost's Office
Reviewing Committee:	Academic Council
Related Policies:	Faculty Contract.
Related Laws:	NA

Policy Summary:

Jackson College's (JC) Faculty Stipend Compensation for Administrative Assignment policy outlines the specific work that may be considered for a stipend as well as associated project hours and rate of compensation. A Stipend Authorization form must be completed and signed by the faculty, supervising Dean and Provost prior to work being undertaken. Payment for work shall be made during the semester the work is performed, upon completion of the work and submission of the final report (if applicable).

Scope: This policy applies to all JC faculty.

Policy Statement:

JC's administration reserves the right to pay faculty stipends for administrative work that supports the priorities of the College. Stipends shall only be considered for work above and beyond the normal expectations of a faculty. Award of a faculty stipend is at the discretion of the Chief Academic Officer and will only be awarded in accordance with approved application and support documentation as required by this policy.

Criteria

- Tasks to be paid by stipend must be program, departmental or institutional in nature.
- Stipends may be awarded for the following:
    - Student Supervision outside the normal functioning of a classroom. Only those student groups that are recognized and authorized for a faculty stipend shall be considered for a stipend. Additionally, these groups must be evaluated annually and approved by the President. (e.g. Writing Fellows, Phi Theta Kappa, and Cyber Security Competition Lead).
    - Accreditation requirements for Occupational Programs – The pursuit of accreditation or reaccreditation requires a faculty member functioning as a project lead. Specific tasks for this work include but are not limited to organizing the accreditation project plan, communicating with the accrediting organization, coordinating the work of others and responding to requests for corrective action.
    - New Academic Program Development – Stipend approval shall only be approved for programs which have been deemed a priority for development and implementation by the administration. The body of work approved for stipend includes development of curricula, assessments rubrics, marketing plans text and equipment selection, and faculty professional development.
    - Other priorities of the administration as needed.

Rate

Faculty: Payment for work shall be made during the semester the work is performed, upon completion of the work and submission of final report (if applicable). Work will be paid at the non-classroom rate as defined by the Faculty Contract

Stipends shall be paid for actual documented time and shall not exceed the time authorized below without prior written approval:

Approved Function	Not to Exceed
Student Supervision outside of the classroom	45 Hours
Accreditation for Occupational Programs	45 Hours
New Academic Program Development	Generally, up to 45 hours, or as approved by the Dean on a case-by-case basis
Other priorities of the administration	Within the scope of work defined by administration and as approved by the Dean on a case-by-case basis

Guidelines –

- The Stipend Authorization form must be completed and approved by the supervising Dean and the Chief Academic Officer after notification to the department chair.
- The Stipend Authorization form must specify the expected number of hours of work, outcomes and deliverables, rate calculation (based on non-classroom and not to exceed requirements), and the projected total amount of project. Completion date of work performed must be specified.
- The supervising Dean and Faculty shall agree to the conditions and requirements for a final project report.
- Monitoring and evaluation of stipend project will be completed by the appropriate Dean. Report due from individual faculty at completion of project. Stipends can be awarded during any term.
- Faculty cannot receive shared governance hours *and* a stipend for the same task.
- Faculty *may* receive stipend and shared governance hours for different tasks.

Notes: The foregoing are guidelines for determining the appropriate stipend amount. Exceptions to these guidelines may be granted by the administration as appropriate.

Change Log:

Date Of Change	Version	Description of Change	Responsible Party
3/28/2011	1.0	Initial Release	R. Woods
6/26/2013	2.0	Biennial Review, Updated to required format	R. Woods
7.2.2013	3.0	Clarify the role of the Provost and add Head Coaching staff	N. MIiller
1/5/17	4.0	No Changes/Reviewed	J. Frew
09/11/2023	5.0	No Changes/ Reviewed	J. Frew