Faculty Compensation and Funding for Academic Program Review work

Pay for APR work—CD funding, PT funding, overload, etc.—should all come out of a division's PT budget and is coordinated and processed by the division administrator; deans should plan for the amounts approved through the IST process for APR and note funding amounts in the biannual program/department plans. In the rare instance where the department's PT budget is exhausted, deans can ask for a budget adjustment.

Type	Process/Required	Pay	Who creates PAF	FOAP	Compensation for
A. Reassignment Time[1] for PRC Leads	Faculty complete Course Reassignment Form Full-time Faculty and submit to Department dean	Reassignment for PRC leads: one 3-4* credit course, taken during the academic year or summer term. The reassignment will be for the lowest TLC for a typically assigned course workload.	Dept. Admin.	Dept. FOAP	Y1 Self-Study
B. Stipend Pay (for PRC Lead, Contracted) (in lieu of reassignment**)**	Dept. submits PAF for stipend pay	Compensation will be equivalent to 4-credit lecture class assignment, with a workload consistent with the CBA and calculated according to the overload rate: 85% of contracted faculty salary for 1.0 FTE or 100% for less than 1.0 FTE. *"The standard calculation for the stipend payment for FT faculty is the following: • 4 credits/45 credits (FT annual workload) = .089 x .85 (overload pro-ration) = .076 x annual salary of faculty member = Stipend payment for APR for the term." – *Aneita Grogan, Payroll Manager*	Dept. Admin.	Dept. FOAP	

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C. Stipend Payment (for PRC Lead, PT if no FT Lead available)	Dean and APROC Chair confirmation via email	Stipend pay will be equivalent to course release and calculated according to the part-time salary schedule	Dept. Admin.	Dept. FOAP	Y1 Self-Study
D. Hourly Pay	Dept. Submits PAF for each PT faculty when work is completed. Not to exceed 15 hrs total for all PT faculty	Hourly rate based on part-time salary schedule	Dept. admin	Dept. FOAP	

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[1] If the cost of reassignment time exhausts the Division/Program's PT budget, the Division or Program should submit a Part Time Budget Adjustment form, located here.

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E. Curriculum Development Reimbursement or other work related to APR (PT faculty)	Curriculum development projects and other work that emerges from program recommendations must be approved by area deans as well as requisite committees and/or administrations (e.g., for Curriculum development projects approval through the Curriculum Committee following endorsement by the appropriate AVP): 1. Budget Adjustment Request Form 2. Please follow curriculum development and approval processes-check with your administrative coordinator (APR Admin. will check APR Implementation plan report)	CD rate for curriculum development; rate of pay for other work (e.g., coordination of meetings, etc.)	Dept. admin does PAF. Be sure to include APR - Course # on PAF	Dept. FOAP	Y2 Implementation
Type	**Process/Required**	**Pay**	**Who create PAF**	**FOAP**	**Compensation for**
G. APROC Chair Reassignment[2]	Faculty Complete Course Reassignment Form Faculty and submit to Department dean	Faculty rate of pay	APR Admin	APR FOAP	All-Phase