Policy Number: 109

Policy Title: Study Abroad Pay

Policy Council Review Date(s): 4/20/10 and 9/20/11

PPAB Approval Date: 10/4/11

POLICY:

Faculty members teaching and/or directing Georgia Perimeter College and University System of Georgia study abroad programs will receive summer pay.

PROCEDURE:

Faculty teaching and/or directing a study abroad program sponsored by Georgia Perimeter College, such as the University System of Georgia study abroad programs (European Council, Asian Council, Americas Council, and African Council), the GPC Travel across the Disciplines study abroad programs, and the GPC Service Learning study abroad programs, will be compensated as follows:

I. **Reimbursement for Travel Expenses:**

Travel expenses include transportation, lodging, meals, and per diems. Each study abroad program mandates the amount a faculty member will be allotted for travel expenses. Funds for study abroad programs are generated from within study abroad programs and may not come from other GPC sources. Faculty members must check with the program director for the specific costs, allocations, and minimum enrollment associated with their programs.

Additional funds are available for new programs under development. Once a preliminary proposal has been approved, the Center for International Education (CIE) will reimburse up to $2000 in travel expenses for a site visit by the program director for development of a new program, a new program director for an existing program, or restructuring an existing program.

II. **Possible Changes or Cancellation of a Program:**

If the minimum number of participants set by the program director is not met by the recruitment deadline, the director may modify the program to reduce costs, remove faculty from the program, or cancel the program. The program director will consult with the Director of the CIE in making these decisions.

III. **Percentage Pay and Student Recruitment Bonus:**
A. Program Director:

A program director’s responsibilities in a GPC or USG study abroad program sponsored by GPC include recruiting beginning in August of the previous year, meeting regularly with the CIE staff, advising students, participating in at least one orientation for students prior to departure, and coordinating the program on-site abroad. Program directors who are faculty are required to teach at least one class, though two classes are preferred.

Compensation for one completed trip is as follows:

- Program Directors who are ten-month, tenure-track faculty will receive 20% of base salary pay for one or two courses taught with a minimum student recruitment of 21 credit hours enrolled.
- Twelve-month employees do not receive additional compensation.
- Recruitment bonus of $120 per 3 credit hours beyond the minimum;
- $1,000 for a newly developed program.

In the event that minimum recruitment is not met, salary will be prorated at 17% for 18-20 credit hours and 15% for 0-17 credit hours.

B. Faculty Teacher:

A faculty teacher’s responsibilities in a GPC or USG study abroad program include recruiting beginning in August the previous year, meeting regularly with the CIE staff, advising students, participating in at least one orientation for students prior to departure, preparing a tentative course syllabus by the application deadline, traveling with students, teaching one or two courses, completing all regular duties associated with teaching, and assisting the program director where needed.

Compensation for one completed trip is as follows:

- 10% of base salary pay for one course taught with a minimum student recruitment of 12 credit hours enrolled or 20% of base salary pay for two courses taught with a minimum student recruitment of 21 credit hours enrolled;
- Faculty teaching one course receive a recruitment bonus of $190 per 3 credit hours beyond the minimum.
- Faculty teaching two courses receive a recruitment bonus of $120 per 3 credit hours beyond the minimum.
- Faculty teachers must travel with a program to be eligible for pay.

In the event that minimum recruitment is not met, salary will be prorated at 17% for 18-20 credit hours, 15% for 15-17 credit hours, 11% for 12-14 credit hours, and 10% for 0-11 credit hours.
C. **Program Director and Faculty Teacher:**

- No program director or faculty teacher may receive more than 20% base salary pay in one semester. Any additional teaching responsibilities will be treated as overloads. Recruitment pay may be in addition to this 20% cap.
- Team teaching of a course is allowed, but only one instructor may receive the 10% pay associated with the course.
- Student recruits will not be double-counted for compensation purposes.
- Program directors and teachers running a study abroad program during fall or spring semesters will have the courses counted in their course load and will not receive supplement pay or per student pay.

D. **Other:**

- If students are recruited to a program by the CIE or by a faculty member not attending that program, the program director will divide those student credit hours among the faculty attending the program.

Approved by PPAB 7/27/10
Approved by PPAB 10/4/11