

Part-Time Faculty Additional Compensation (“Day Rate”) Policy **Updated 9/24/19**

Eligibility

All Part-Time Faculty are eligible to receive additional compensation for work completed outside of the scope of their teaching responsibilities. These responsibilities are available on the Part-Time Faculty dashboard:

<http://www.saic.edu/parttimefaculty/>

The following assignments are eligible for additional compensation and do not need prior approval from the Dean’s Office:

- Departmental meetings in addition to those required in the contract
- Graduate student admission interviews
- Graduate portfolio reviews
- Departmental student exhibitions
- Undergraduate BFA show critiques
- Appearance on critiques

All other assignments must be approved by the Department Chair and the Dean of Administration, Budget, and Planning before the work occurs.

Additional Compensation Amount

SAIC will pay \$300 in additional compensation to Part-Time Faculty for an 8 hour day. If a Part-Time faculty member works at least 4.5 hours in a day, SAIC will still pay the day rate of \$300. If a faculty member works less than 4.5 hours, SAIC will pay \$150.

Exceptions

This policy does not apply to the following situations which have separate and distinct policies and procedures:

- Substitute teaching
- National Portfolio Day and Conversion Events
 - These events are managed by the Vice President of Enrollment Management
- Independent Studies Projects
- Part-Time Liaisons
- Primary Thesis Advisor
- Course Cancellation Fee