

EXTRA COMPENSATION REQUEST FORM

It is expected that faculty who choose to supervise Directed Research or Independent Studies project will complete six credit hours each year as a part of their normal responsibilities. After that, additional projects will be compensated at the rate of \$111 per credit hour. The rough rule of thumb is that a Directed Research or Independent Studies project will involve a minimum of six hours per credit hour per semester. We can use that as a guide for similar extra assignments such as internships, honors projects, etc.

STEP 1. To be filled out by the instructor and sent to the Provost after completion of six credit hours of uncompensated projects.

I request approval for extra compensation for the following:

Semester _____ Course number _____ Credit hours _____

Title of Project _____
(Please attach a description which indicates the expectations placed on the student.)

Student name(s) _____

Did this involve a minimum of 6 hours/credit hour on your part? _____

Previous uncompensated projects this year _____

Instructor signature _____ Date _____

STEP 2. To be filled out by the Provost and returned to instructor.

Approved _____ Not Approved _____

Dean's signature _____ Date _____

STEP 3. A copy of this form to be passed to Payroll Specialist by the Provost

Amount of Compensation approved \$ _____