

**Baylor University**  
**Study Abroad Summer Compensation**  
**BU-PP 745**

**Topics:**

Statement  
Computation of Salary

**Related policies:**

BU-PP 707 – Faculty Evening and Summer Compensation  
Faculty Handbook, pages 88 – 89, Summer Compensation

**Additional information:**

None

**Contact:**

Human Resource Services Office (x2219)

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**Statement**

Consistent and within Baylor's policy that a faculty member is limited to no more than a maximum of 33 1/3% of the previous academic year's 10-month contract salary for any combination of work/research performed on and off campus during the summer including study abroad, the following policy applies to faculty directing or participating in Summer study abroad programs.

**Computation**

A faculty member's compensation for Baylor Summer study abroad programs is computed as follows:

**(A)** Those teaching in an approved Baylor Summer study abroad program may receive no more<sup>1</sup> than 10 percent of the previous academic year's 10-month contract salary for each course<sup>2</sup> taught, up to a maximum of two courses,<sup>3</sup> for courses with an enrollment of 10 or more.<sup>4</sup>

A foreign-site course must enroll at least 5 **students** (or receive specific approval from the **Director of the Center for International Education**). If there are fewer than 10 students, salary may be calculated at not more than 1% per enrolled student. A waiver may be granted by the Director of the Center for International Education (DCIE), allowing up to 10 percent, provided tuition revenue is sufficient to cover all compensation and indirect costs.

- (1) 10 percent, if a program enrolls more than 75 students,
- (2) 5 percent, if a program enrolls more than 30 students, or
- (3) 2 ½ percent, if a program enrolls fewer than 30 students.

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<sup>1</sup> 10% is the maximum for a course, but a program may compute faculty compensation under a different formula as long as per course and total compensation does not exceed the 10% and 33 1/3% ceilings, respectively. For example, based upon budget or other considerations, a program is free to compensate faculty members at 5%, 6 1/3%, 7½%, etc. for each course taught abroad.

<sup>2</sup> The term "course" assumes a 3 semester hour credit course. Any course involving more or less than 3 semester hours' credit will be prorated accordingly. A "student" is defined as a person enrolled in 3 semester hours; thus, a student enrolled in two 3 semester hour courses is the equivalent of two students.

<sup>3</sup> Faculty members are discouraged from teaching more than two study abroad courses. Offering the same course under more than one course number will count as one course. The DCIE may waive the two-course limit at the request of a faculty member and program director when in the best interest of the program.

<sup>4</sup> If Professor "A" teaches two courses, one enrolling 15 students and one enrolling 5, he/she may still receive 20 percent. If one course enrolls 12 students and the other 5, he/she earns 17 percent.

**(B)** Program directors may earn no more than the following percentages of the previous academic year's 10-month contract salary:

**(C)** Subject to the 33 1/3% maximum and the compensation policy stated above, faculty members teaching in study abroad may earn up to a maximum of 20% of their prior 10 month contract and those who both teach and direct may earn up to a maximum of 30% of the prior 10 month contract. Any compensation received for research leaves, on-campus teaching or other forms of summer compensation counts toward the 33 1/3 % maximum.