Study Abroad Summer Compensation
BU-PP 745

Policy Statement
This policy is designed to specify compensation rates for faculty teaching in and/or directing summer study abroad programs.

Reason for the Policy
This policy responds to the recommendations derived from Baylor University’s participation in the American Council on Education’s Internationalization Laboratory (Goal 2, Strategy 2.1), and aligns with overall summer compensation policy.

Individuals/Entities Affected by this Policy
All Faculty

Exclusions
NONE

Related Documents and Forms

University Policies and Documents
Evening Courses and Summer Teaching (BU-PP 707)
Institutional Base Salary (BU-PP 725)
Faculty Handbook

1. Study Abroad Summer Compensation (BU-PP 745)
Definitions

These definitions apply to terms as they are used in this policy.

<table>
<thead>
<tr>
<th>Course</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>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.</td>
</tr>
</tbody>
</table>

Contacts

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone</th>
<th>Office email/web site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questions</td>
<td>Human Resources</td>
<td>254-710-2000</td>
<td><a href="mailto:askHR@baylor.edu">askHR@baylor.edu</a>, <a href="http://www.baylor.edu/hr">www.baylor.edu/hr</a></td>
</tr>
<tr>
<td></td>
<td>Vice Provost for Global Engagement</td>
<td>254-710-2657</td>
<td><a href="https://globalengagement.web.baylor.edu">https://globalengagement.web.baylor.edu</a></td>
</tr>
</tbody>
</table>

Principles

Consistent and within Baylor’s policy that a faculty member is limited to no more than a maximum of 25% of the previous academic year’s 10-month Institutional Base Salary (IBS) for any combination of teaching/research/service/administration 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 will receive $7,500 for each course taught, up to a maximum of two courses1, for courses with an enrollment of 10 or more, provided that the total summer compensation for all assignments does not amount to more than 25% of the previous year’s 10-month IBS.

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1 Offering the same course under more than one course number will count as one course. The VPGE may waive the two-course limit at the request of a faculty member and program director when in the best interest of the program, but this should be done very rarely and only when no other option is feasible. Students in a third course will count toward the total number of students taught, but faculty will still be limited to a maximum compensation of $15,000 (not to exceed 25% of the previous year’s 10-month IBS for all courses taught in a summer study abroad program).

2. Study Abroad Summer Compensation (BU-PP 745)
A foreign-site course must enroll at least 5 students (or receive specific approval from the Vice Provost for Global Engagement) in order to be offered. If there are fewer than 10 students, salary will be calculated as a percentage of the $7,500 rate.

(B) Program directors will earn the following amounts for their administrative duties, subject to the 25% maximum:

1. $1,875 if a program enrolls less than 30 students
2. $3,750 if a program enrolls between 30 and 59 students
3. $7,500 if a program enrolls 60 or more students