

ACADEMIC STIPEND GUIDELINES

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This document serves as a guideline for department chairs and deans, and other academic administrators within the Institute regarding additional compensation (stipends) for duties other than teaching and service work for full-time faculty, and additional compensation for duties other than teaching for part time faculty. This guideline also covers compensation for special projects for administrators and staff. Please use this as a base guideline for stipends regarding appropriate compensation for additional work performed, and best practices. Additionally, the linked [form](#) and [instructions](#) and [FAQ](#), which give process guidance and clarify procedures, outlined below.

LABOR LAW REQUIREMENTS:

- Individuals who are employed at the Institute in any role (faculty or staff) cannot be compensated as a consultant, independent contractor, or with an honorarium as this conflicts with IRS and NY State withholdings rules. All faculty members receiving additional compensation must be paid via an Academic Stipend, even if the work performed is outside of an academic division (i.e. Student Affairs, Technology, etc.). This rule in most cases also applies to staff members. For exceptions, see the section below on non-academic stipends for additional rules related to stipends for administrative and union staff.
- The Department of Labor requires that compensation for work performed must be remitted at the time the work is being done. Therefore, stipends need to be processed BEFORE the period of work is complete, and ideally prior to the work beginning. Please submit all stipends in a timely manner based on the actual start and end dates for the project. Late stipend payments violate Department of Labor laws.

PRE-APPROVAL REQUIREMENTS:

- Stipends of \$5000 or more for an individual must be pre-approved by the provost, prior to the start of the project.
- Projects that include stipends totaling \$5000 or more for the academic year and involve more than one faculty member must include a project proposal and a breakdown of the total stipend fund request per person, and will also require pre-approval by the provost, prior to the start of the project.
- Faculty on sabbatical or unpaid leave may not receive additional compensation in the form of a stipend, unless pre-approved by the provost.
- For further guidelines and process on pre-approvals, please see the [Academic Stipend Form Instructions](#).
- Work completed outside an individual's home department must be approved by

the home department supervisor/chair and Dean/Director/Vice-President if the stipend exceeds \$500.

GENERAL GUIDANCE:

- All academic stipends that are year-long (exceed a semester in length) should be specified as such and should include a thorough project description. If a year-long stipend is requested, and it is preferred to split the payments into a fall and spring payment, the project timeline and total expense must be noted in the initial request.
- Special Note on Peer Review Committees: PRC work related to faculty actions (i.e. faculty appointment, reappointment, promotion and tenure) are considered departmental service, and are outlined in the UFCT bargaining agreement to be peer-driven, and do not allow for any additional compensation.
- If there is a need to compensate an individual outside of what these guidelines suggest, a justification should be attached to the Academic Stipend Request Form, and should be requested for provost approval prior to entering into an agreement with a faculty or staff member.
- Work completed outside an individual's home department must be approved by the home department supervisor/chair and Dean/Director/Vice-President if the stipend exceeds \$500.

FACULTY

FULL-TIME:

It is discouraged to offer full-time faculty stipends for additional duties performed, as this work is considered service to the Institute, a requirement for faculty with full-time status. Service for full-time faculty can take many forms. Please consult the [Pratt Faculty Handbook](#) for definitions of service to the institute p.20-22 for full-time faculty. Any exception for additional compensation must be pre-approved by the provost.

NO ADDITIONAL COMPENSATION FOR SERVICE:

- Service as defined by the [Pratt Faculty Handbook](#), section 2 on Policies Relating to Full-time Faculty for which additional compensation is discouraged include the following:
 - o Serving on department, school or Institute committees; service and participation in the business of the general faculty (e.g., faculty meetings, faculty committees); attendance at Institute functions, such as exhibitions, openings, performances, lectures, commencement, and community events; service to the Pratt community as professional expert/advisor.
- Service to the student body, including advising in student activities; advising incoming students; planning and/or participating in curriculum-related enrichment activities

outside course requirements; organizing material and advising students with special interests (e.g., graduate school, advanced training programs).

- Other examples where stipends are discouraged include: serving on or chairing search committees, Peer Review Committees for faculty actions processes, among others.

EXCEPTIONS - COMPENSATION FOR SERVICE:

- Service as defined by the [Pratt Faculty Handbook](#), section 2 on Policies Relating to Full-time Faculty for which additional compensation may be granted with provost approval include the following:
 - Fulfillment of special assignments (e.g., administrative assignments such as recruitment, admissions, minor coordination, etc.);
 - Service as chair of a department or chair of a committee;
- Other examples where an exception may be granted include:
 - Program coordination and/or administrative duties for Academic Affairs as assigned by department chairpersons, deans, or provost;
 - Research related to a sponsored project, grant, or other source of outside funding;
 - Summer projects (i.e., work performed between spring and fall semesters);
 - Serving on or chairing Academic Senate committees or groups.
 - Full-time faculty service that requires more than 15 hours of work (teaching as well as preparation time) in a given semester (i.e. in excess of 1 converted workload unit per semester) may be eligible for release time, provided the project is long enough to warrant releasing a faculty member from one or more contact hours / workload units.
- Release time approval will be granted if the department chair, dean, and provost have approved the request in advance of the beginning of the semester, and the project is deemed warranted. Please see the release time FAQ [here](#).

PART-TIME:

It is discouraged to offer release time to any part-time faculty member for service. A stipend is the appropriate form of compensation for part-time faculty service. In order to create a standard for compensation, there are now three methods for calculating compensation for part-time faculty stipends.

- Work performed based on teaching, pedagogy and academic affairs-related work should be paid based on the estimated time required for the work, and on the faculty member's contact hour rate. Please see the release time / course release equivalency note below to estimate this calculation.
- Any other work performed will be based on a flat rate for service or specific duties related to the faculty member's area of expertise (as would an outside consultant)

regardless of the part-time faculty's contact hour rate or status.

PART-TIME FACULTY PAY RATE FOR ACADEMIC AFFAIRS

- For work related to curriculum, accreditation, assessment, course development, or other departmental administrative duties related to courses and planning, compensation should be based on the faculty's workload contact hour rate; an estimation of the hours and work provided will need to be calculated and proposed. Please see notes below on Using Contact Hour Rates for Stipends.

PART-TIME FACULTY RATE RELATED TO SERVICE

- Other types of work performed should be compensated as a flat rate at \$50.00 per hour, regardless of a faculty member's rank and status. Examples include anything that is service-related and general, such as giving an invited lecture in another faculty member's class, participation in lectures and panel discussions, admissions work, portfolio reviews, internship coordination for non-credit internships, professional development and workshop attendance, exhibition and space coordination.

PART-TIME FACULTY RATE FOR PROJECTS

- Work related to a faculty person's area of expertise, such as consulting on a design project or fabrication, curating an exhibition, giving a public lecture, etc. should be based on a per project rate, (not the faculty contact hour rate) as agreed to by both the faculty member and project supervisor. This stipend category does not support administration or teaching, and the compensation rate would be determined by the department making the request, with dean and provost approval.

USING CONTACT HOUR RATES FOR STIPENDS

Below is a guide for calculating and using a faculty member's converted workload unit contact hour rate for compensation. This calculation guide is based on how to calculate release time for faculty service.

- The contact hour rate would be used for a workload unit equivalency. Time and hours committed to service work need to be calculated based on an equivalency calculation. Please use the below calculation as a guideline, which is derived from the provost release time FAQ.
- To calculate an equivalency, please use the following calculation: One converted workload unit, (1.0) should be multiplied by the number of weeks in a semester (15) to calculate an equivalent for the time that would be used for teaching a course. To calculate preparation time, multiply this number by 1.25, and add this figure to the teaching time hours.

- For example: $1.0 \text{ load} \times 15 = 15 \text{ hours teaching time}$
 $15 \times 1.25 = 18.75 \text{ hours preparation time}$
 $\text{Teaching (15) + preparation (18.75) = 33.75 total hours}$
 - Using the faculty member's contact hour rate, take the number and divide by 33.75 hours to calculate an hourly rate for stipends for the faculty member:
 - Eg: If the contact hour rate of a faculty member is \$1850.00 for 1 converted contact hour, then take $\$1850/33.75 \text{ hours}$, to get the hourly rate of \$54.81 for a stipend for pedagogy, and academic affairs service.
- Alternatively, the flat rate of \$50.00 per hour may be used, whichever is higher.

STAFF:

STAFF RATE FOR PROJECTS

- Work related to a staff member's area of expertise, such as consulting on a design project or fabrication, curating an exhibition, giving a public lecture, etc., should be compensated on a per project rate, as agreed to by both the staff member and project supervisor.
- Additional work compensated with an Academic Stipend must take place outside of the normal working hours for staff, and must fall outside of their regular duties.
- Any non-exempt staff, both union and non-union (71150, 71104, 71105) who will be receiving a stipend must be compensated at least their overtime hourly rate for additional work or duties performed. Please consult Human Resources, Marjorie Dambreville (mdambr70@pratt.edu) to confirm this requirement is met in the total project rate based on the hours for the given stipend.

NON-ACADEMIC STIPENDS FOR STAFF

- Human Resources sets the policy for non-academic stipends, which are typically given to staff for additional duties as assigned, or for participating in a special project. Examples include: assignment to an interim role for a staff vacancy, to lead large-scale projects outside of an individual's regular duties, among others.
- Prior to negotiating rates for any staff in this category, please review the [Salary Compensation Policy for Non-Union Staff](#) and consult Human Resources, Marjorie Dambreville (mdambr70@pratt.edu).
- The Personnel Action form (rather than the Academic Stipend Request Form) is used to process a non-academic stipend, using the object code 71109.