NOVA SOUTHEASTERN UNIVERSITY
FISCHLER SCHOOL OF EDUCATION AND HUMAN SERVICES

Supplemental Contract and Payment Request Form
*(To be used for non-teaching or practicum/supervision work only)*

Date of Request: ____________________________
Name: ____________________________  NSU ID: ____________________________
Program (normal work assignment): ____________________________
Program/Initiative Requesting Services: ____________________________
Description of Service/Work To Be Provided: ____________________________

CRN and Course Prefix/number (if applicable for supervision work)* ____________________________
Start Date for Work: ________________  End Date for Work: ________________
Number of students serviced (if applicable): _____  Amount/student (if applicable): _______
Total Compensation/Amount to be Paid: Account to be Charged: ____________________________

Adjunct Signature: ____________________________  Date: ____________________________

Approval to initiate Work:

Requesting Program/Initiative Administrator  Dean’s Approval/Date

Approval for Payment (work completed):

Requesting Program/Initiative Administrator  Dean’s Approval/Date

Updated 12/04/08 cf/ab
NOTE: This form is not to be used for normal teaching assignments nor is it to be used for ARO supplemental payments. Please use this for non-teaching academic assignments and/or supervision work (NOT ARO) requiring a contract and payment.

Instructions for use:

1. The Director/Administrator whose program has requested the work be done fills out the form (or fills out the form in conjunction with the adjunct who will be doing the work).

2. Both the Director/Administrator and the adjunct sign the form and submit it to the Director of Adjunct and Faculty Services for approval. If the individual is a full time faculty member at FSEHS, then the form should be submitted to the Dean of Faculty for approval. The form will be retained in either the Adjunct and Faculty Services office (AFSO) or the Dean of Faculty’s office until the work is completed, and serves as a contract for supplemental academic work.

3. When the work is completed to the satisfaction of the Director/Administrator, she/he notifies the AFSO/Dean of Faculty that the assignment is complete. That Director/Administrator then signs the form (or can send an email to the AFSO indication completion/approval), and the Director of Adjunct and Faculty Services signs the form to approve payment.

4. Payment amounts will be based upon the attached Undergraduate, Master’s and Doctoral payment charts.

5. NOTE: This form and the attached pay chart are NOT used for supplemental ARO work assignments, but are to be used for all other FSEHS payments for non-teaching and/or supervision work.

6. THIS FORM IS INTENDED FOR USE BY FSEHS ADJUNCT FACULTY MEMBERS ONLY.
Undergraduate and Graduate
Non-teaching Payment Scale
As of Fall Term 200920

MATL Mentors --------------- $90/student
MATL ARP Project ---------- $300/student

GTEP Computer Lab Assistant ----------- $1000/8 week course (half day work)

Course development:
   New master’s course ------------------ $2500.00
   Revise existing master’s course ------ $1500.00
   New undergraduate course -------- $1000.00
   Revise undergraduate syllabus -- $500.00

Practicum advising:
   Lead coach (online) ----------------------------- $700/Course
   IRB Review -------------------------------------- $15/Review
   Partial practicum completion ------------------ $15/hour (documented)

All observations:  $100/student (UTEP and GTEP)

The following supervision work will be paid according to the amounts listed below. From 11/17/08 (and until further notice), this work will be contracted and paid with the attached Supplemental Contract and Payment Form.

SUPERVISION WORK (internship/externship):

BrainSmart Program ---- $210/student (EDU 0699)

Level I --------------- $250/student (INED 691/692)

Level II ------------- $350/student (EL 698)

Level III ------------- $500/student (EIA 688, APR 650/750, RED 587/588)

Level IV -------------- $600/student (EL 699, EDU 688, EDU 689, EDUC 4570, EDUC 4580) - this applies to both graduate and undergraduate supervision.
DOCTORAL NON-TEACHING PAYMENTS – As of Fall 200920

Lead Faculty $7500/year per assignment by the Dean of Academic Affairs

DHEL Practicum proposal advising $ 50.00
DHEL Practicum report advising $100.00

Course Development:
  New doctoral course development $3500.00
  Revise existing doctoral course $2000.00

Payment amounts below are listed for information purposes only. These payments must be processed through the Applied Research Office (ARO) payment system (Adrianna) and not processed using this form.

Dissertation Work:

Committee Chair $65/student
Committee member/concept paper $150/paper
Committee member/dissertation proposal $350/proposal
Committee member/dissertation $250/dissertation