

EXTRA SERVICE FEE SCHEDULE 2025-2026

Adjunct Compensation – at UUP negotiated rate	<p>Rate per credit/contact hour = 1/3 of the negotiated rate for a 3-credit course.</p> <p>If a credit-bearing course has more contacts than credit hours, compensation is paid at ½ credit rate per additional contact hour.</p> <p>Courses that are .5 credit/1 contact – ½ rate per credit/contact hour (PHED etc.).</p>
Extra Service for Full-time Teaching Faculty and Professional Staff	<p>\$1340 per credit/contact hour. If a credit-bearing course has more contacts than credit hours, compensation is paid at \$670 per additional contact hour.</p> <p>Courses that are .5 credit/1 contact are paid at \$670 per contact hour (PHED, etc.)</p>
Compensation for 0 Credit Courses	<p>Per credit/contact hour rate as outlined above for <u>first</u> contact hour and ½ of the extra service rate per credit/contact for each additional contact hour.</p>
Class Coverage	<p>If coverage for the same class is two consecutive weeks or more, compensation will be pro-rated at the full-time extra service rate for the class with prior approval from the Dean. Anything less than two full weeks will be considered collegial coverage. Requisitions will be submitted after the course coverage ends.</p>
Winter Term Course Compensation – Adjuncts and Full-Time Faculty and Staff	<p>Winter term courses are compensated according to the Faculty Extra Service rates during the regular academic year. The low enrollment rate will be used for classes with less than 12 students enrolled. Class enrollment on day one will determine compensation. That amount can be increased up to full course compensation at the normal rate if additional students enroll but will not be reduced due to withdrawals. Requisitions will be submitted after the end of the Add/Drop period.</p>
Online Course Development	<p>A faculty member teaching an online course (including a COIL course) must have departmental and dean approval for listing the course as online. An online course must be designated as such in the schedule; a faculty member does not have the option of changing the course to an online offering after the schedule is advertised. As an incentive, a faculty member may request in advance a payment of \$500 to develop the course, payable when final curriculum committee approval is achieved. Requests for compensation after the development of the course may be denied.</p> <p>*does not apply to courses transitioned to online delivery due to unexpected emergency situations.</p>
Multiple Instructors Per Course	<p>If more than one faculty member is teaching an extra service course, the extra compensation as outlined above must be shared; i.e., each person does not get full pay but gets paid on a prorated basis according to the percent of responsibility for the course. Department chairs must submit a co-teaching form to the Dean's office prior to the start of the semester in which the co-teaching will occur.</p>
FFCS Course	<p>\$1,750 per course section</p>

Low Enrollment	<p>Low enrollment is considered anything fewer than 12 students in the course, or less than 80% of the max enrollment, if the normal cap is fewer than 12.</p> <p>Payment for low enrollment will be prorated at the rate per student, based on the extra service rate for the class. Faculty will be contacted by the Dean's office at least one week prior to the start of classes to determine if they are willing to teach the course at the low-enrolled rate. For full-time faculty, fully enrolled courses will be counted towards load before low enrolled courses.</p> <p>Class enrollment on day one will determine compensation. That amount can be increased if additional students enroll but it will not be reduced due to withdrawals. Requisitions will be submitted after the end of the Add/Drop period.</p>
High Enrollment Courses	High enrollment is considered anything more than 60 students. Faculty who teach courses with more than 60 students will receive \$1,000 extra service pay for courses with 60-100 students, and an additional \$1,000 for every additional 50 students. Class enrollment at the end of add/drop will determine compensation.
Student Advisement	Adjuncts and other employees whose job duties do not normally include advising will be paid \$38 per assigned student, per semester, for academic advising. The number of advisees at the end of add/drop will determine compensation.
Internship Supervision	Internship supervision will be paid after all paperwork is submitted and grade submission is completed at \$450 per student. For a 3-credit internship supervision, the compensation is \$225.
Honors Courses	Two 1-credit Honors seminars = compensation for one 3-credit course
Faculty Governance (Presiding Officer, Faculty Secretary)	The equivalent of a 3-credit course release per semester
Microcredential Development	\$250 per microcredential, payable when final curriculum committee approval is achieved.
Credit for Prior Learning Evaluation	\$150 per student evaluation, payable when final evaluation is submitted.
College in the High School or Degree Completion Observation	\$150/course
Program Review Lead	\$250 paid at the completion of the review and submission of final report to the Dean's Office and Academic Affairs. When comparable degree programs are reviewed concurrently, compensation will be paid as if it is a single review.

COMPENSATION FOR DEGREE COMPLETION INSTRUCTORS

Community College Coordinator	\$750/Semester
Community College Program Liaison	\$750/Semester
Classroom Observation (off-site locations, non-SUNY Cobleskill faculty conducting observation)	\$100
Instructors of Community College Partnerships	Payment is the same as Adjunct Compensation & Faculty Extra Service (if full-time SUNY Cobleskill faculty)

SUMMER SESSION COMPENSATION 2026

1 - 11 students	\$416 per student
12 - 30 students	\$5,000
More than 30 students	If a course has more than 30 students in it, in consultation with faculty, either a new section will be opened or the faculty will be compensated at the per student rate for enrollment above 30 students.

The above chart is based on a 3-credit/3-contact hour course. Courses with other credit and contact hour totals can be figured at \$1,667 per contact hour with matching credits. For contact hours beyond credit hours, pay per contact hour is \$834. For labs with 0 credits, the first contact hour is paid at \$1,667 and additional contact hours are paid at \$834. Courses with fewer than 12 students will be compensated utilizing the low enrollment calculation in the extra service fee schedule.

The Registrar's Office will provide data on paid student course enrollments to the Dean's Office on the Wednesday before classes start. Faculty will be contacted by the Dean's Office to determine if they are willing to teach the course at the per-student rate. If the faculty member is not willing to teach at the per-student rate, the class may be reassigned or may be subject to cancellation.

Class enrollment on day one will determine compensation. That amount can be increased if additional students enroll but it will not be reduced due to withdrawals. Requisitions will be submitted after the end of the Add/Drop period.