The College of Arts and Sciences
The University of Michigan-Flint

Policy on Compensation for Graduate Theses, Capstones, Independent Scholarship Experiences, and Research Projects
(Approved—CAS Executive Committee February 2012)

Recognizing that faculty in its graduate programs routinely engage in individualized instruction beyond traditional classroom instruction, and recognizing that the structure of individualized instruction is unique to each graduate program, the CAS Dean’s Office establishes the following policy on faculty compensation for individualized instruction.

- Students must officially register for and be enrolled in the appropriate course within each program, and the faculty working with each student must be listed in the course schedule as the instructor of record.

- Requests to add individualized courses must be approved by the program director, who will make the official request to the Associate Dean of CAS.

- Faculty will be compensated for each course the student is enrolled, regardless the time of the completion of the course.

- Faculty will be compensated at the rate of $100 per credit a student registers for.

- Stipends will be charged against each graduate program’s budget.

- In the case of multiple readers of a thesis, compensation only will be paid to the first reader or primary advisor. If in the judgment of the primary reader a second reader contributed substantially to the final product s/he may designate a portion of his/her payment to the second reader. Programs are free to develop internal guidelines to address this issue.

Procedure for compensation:

1. Program Director will make an email request to the Associate Dean for the addition of the appropriate course and instructor. Copies of the email also should be sent to the Program Secretary, Jami Caulkins and to Jean Harkins.

2. After the 10 day count, the Program Secretary will submit to the Associate Dean a request for compensations, indicating the instructor’s name, the student’s name, course, amount and short code to charge the payment to.

3. Once Jami has received the appropriate information from the Program Secretary, she will prepare a submittal form for a one time lump sum payment for each instructor. The Dean’s Office will maintain records of these payments.

4. Program Secretaries will check the Gross Pay Registers to confirm that faculty payments have been made.