

Final stipend payment for Winter/Summer and Part time and Overload

Current policy for the final payment the stipend:

- The contract end date is five business days after the last date to post grades.
- Final payment is processed in the first pay period ending after the contract ends.

Rationale for the current policy

- Ensures faculty are available to resolve any potential grade disputes for 5 days.
- Allows the University time to determine if there were students on the roster who never attended the class.

Reality of the current policy

- Faculty often received the last payment about a month after the term ended.
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Proposed policy for payment the last payment of a stipend:

Definition: *Certifying a class roster* means sending the Registrar an e-mail at the address registrar@salisbury.edu after the Drop/Add period ends. That e-mail that contains the course number and section and states that all students on the roster have attended class at least once or that all students on the roster but those listed have attended class at least once.

- The contract end date is still five business days from the last date to post grades.
- Final payment of the stipend
 - Faculty who certify their class rosters by the certification deadline will receive their last payment on the first pay check date following the last date to post grades.
 - Faculty who do not certify their class rosters by the certification deadline will have their final payment processed in the first pay period ending after the contract ends (current policy)

Winter 2007 Final stipend payments

- **Current policy:** Final payment is February 28, 2007.
- **Proposed policy**
 - Drop/Add ends January 5, 2007; the certification deadline is January 8, 2007.
 - Faculty who verify rosters by the certification deadline will receive final payment of their stipend on January 31, 2007.
 - Faculty who do not verify rosters by the certification deadline will receive final payment of their stipend on February 28, 2007.

Rationale for proposed policy:

- Any student who is on a roster and attended class at least once is responsible for paying the course, unless he/she drops the course prior to the end of Drop/Add.
- A student who is on the roster, but never attended class, cannot be held accountable for paying for the course.
- Faculty stipends are determined by the number of students actually enrolled in the course. These stipend calculations presume that tuition is paid by each student actually enrolled in the course.
- If rosters are certified by the certification deadline, the Registrar and Business and Finance have enough time to determine the amount faculty should be paid for the course and arrange for final payment from Annapolis.
- For rosters not certified by the certification deadline, the Registrar and Business and Finance must wait until grades are posted before determining final payment. At that time a query will be run on the grade roster to delete those who received F's and whom the faculty reported as never attending.