



Faculty Extra Compensation Procedures

The following procedures guide you through the standard processes of determining faculty extra compensation. Because unique circumstances may exist, please contact the Human Resources Department with any questions.

1. **Faculty extra compensation will be determined as follow:**
 - a. **Course Bank Development** **\$250 per course**
 - b. **Curriculum Development** **\$500 per course**
 - c. **Online Course Shell** **\$1,000 per course**
 - d. **Program Development and special projects: time and effort based upon hourly rate and a cap, which is agreed upon prior to commencement of effort.**
 - e. **Time and effort is captured by entering actual time spent on a particular project by enter the time on a Helena College timecard for each pay period.**

2. **If adjunct faculty are required to perform projects based upon d. above, their hourly rate will be the current adjunct instructor hourly rate.**

3. **Online Overload Compensation for adjunct faculty only, will be paid as follows:**

1-5 students	\$450
6-10 students	\$900
11-15 students	\$1,350
16-20 students	\$1,800

4. **Human Resources will calculate faculty extra compensation and reimburse in the normal pay period. A signed contract and Helena College timesheet by either the division chair or academic dean is required as proper source documentation prior to any request for compensation being entered into Banner HR.**