

## ***Request for Compensation for Summer 2022 Dissertation, Thesis, or Individual Investigation***

As specified in the Collective Bargaining Agreement with the tenure-track Faculty Bargaining Unit, faculty actively engaged during the summer terms in dissertation or thesis direction of students actively enrolled and registered for that purpose and who are in "good standing" with respect to program progress shall be compensated.

Faculty must make a formal request for compensation by completing this form and submitting it with the student's written plan for the anticipated progress to be made as a result of summer registration. Please include documentation verifying each student's enrollment status as being in "good standing" in terms of program progress. The plan is to be signed by the student and faculty member then submitted to the department chair or school director with this form. Upon approval by the department chair/school director and the dean, the faculty member will receive:

- ❖ **For dissertation or thesis direction:** Compensation based on one-third (1/3) of a summer credit hour for each dissertation or thesis directed to a maximum of three (3) summer credit hours of compensation. Workload credit and the specified compensation for dissertation or thesis direction may be shared by co-directors. Where the workload credit and the compensation are to be pro-rated on other than a 50-50 basis between two faculty members, the pro-ration is to be initiated by the affected faculty members, subject to the concurrence and authorization of the department chair or school director.
- ❖ **For individual investigation direction:** Compensation based on one-tenth (1/10) hour of workload equivalency per student credit hour (not number of students) up to a maximum of four (4) students registered in a given summer. The individualized instruction should not be a part of an assigned summer workload for which compensation is already provided. It must be a programmatic requirement or is being taken as a substitute for a programmatic requirement.

*After student enrollment is verified, completed request forms should be forwarded to the Dean's Office at least three weeks prior to the beginning of the relevant summer term or Intersession. The Dean's Office will notify departments/schools when requests have been approved and will establish deadlines for submitting ePAFs. After final approval, a copy of the request form must be sent to Academic Personnel for the faculty's personnel file.*

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College \_\_\_\_\_ Department or School \_\_\_\_\_

Faculty Name (Please Print) \_\_\_\_\_ Faculty KSU ID \_\_\_\_\_

Faculty's Annual Salary Base \_\_\_\_\_ Faculty Rank: \_\_\_\_\_

Compensation amount for: Dissertation/Thesis \$ \_\_\_\_\_ Individual Investigation \$ \_\_\_\_\_ = Total \$ \_\_\_\_\_

\_\_\_\_\_ Number of course load hours taught during Summer I, II, and III

\_\_\_\_\_ Number of workshop load hours taught during Summer I, II, and III

\_\_\_\_\_ Number of load hours requested for dissertation/thesis compensation (based on the students listed on each attached form)

\_\_\_\_\_ Number of load hours requested for individual investigation direction during Summer I, II and III (per attached forms).

\_\_\_\_\_ Other Summer load (e.g., a teaching assignment, URC or UTC summer appointment, external funding, professional development award, administrative appointment, etc.). Specify type \_\_\_\_\_

\_\_\_\_\_ Total load hours during Summer I, II and III (maximum compensable summer workload is 12 hours)

Faculty signature \_\_\_\_\_ Date \_\_\_\_\_

The above requests for dissertation, thesis, and individual investigation have been approved, student enrollment has been verified, and a written plan for anticipated progress has been submitted and attached to this request.

Chair's approval \_\_\_\_\_ Date \_\_\_\_\_

Dean's approval \_\_\_\_\_ Date \_\_\_\_\_

If approval is denied, please indicate reason for denial \_\_\_\_\_

**Summer 2022**  
**Dissertation / Thesis / Individual Investigation Program Statement**  
*(Written Plan for Anticipated Progress)*

*Top section of this form to be completed and signed by the student being advised. Please complete this form prior to registration and obtain the approval signature of the professor who is working with you.*

Summer I ☐

Summer II ☐

Summer III ☐

Student's Name: \_\_\_\_\_ Student KSU ID: \_\_\_\_\_

Professor's Name: \_\_\_\_\_

Department/School: \_\_\_\_\_ Program (if applicable): \_\_\_\_\_

Description of your project goals or objectives for the Summer Session indicated:

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I have enrolled for:	<input type="checkbox"/> Dissertation I	Course <input type="text"/>	Section <input type="text"/>
	<input type="checkbox"/> Dissertation II	Course <input type="text"/>	Section <input type="text"/>
	<input type="checkbox"/> Thesis I	Course <input type="text"/>	Section <input type="text"/>
	<input type="checkbox"/> Thesis II	Course <input type="text"/>	Section <input type="text"/>
	<input type="checkbox"/> Individual Investigation	Course <input type="text"/>	Section <input type="text"/>

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

*If the student is not on campus to complete this form in person, the following are acceptable substitutions. Please attach.*

\_\_\_\_\_ E-mail \_\_\_\_\_ Fax \_\_\_\_\_ Letter

*This section to be completed & signed by the faculty member if compensation is being requested for Summer.*

1/10<sup>th</sup> workload hour for individual investigation: 0.10 x \_\_\_\_\_ (# of student credit hours) = \_\_\_\_\_

Is this course a program requirement (or a substitution for a requirement)? \_\_\_\_\_ Date registration verified \_\_\_\_\_

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 1/3<sup>rd</sup> (0.333) of a workload hour for thesis/dissertation director or 1/6<sup>th</sup> (0.166) for co-director \_\_\_\_\_

Date registration verified \_\_\_\_\_

*Below, check previous summers for which you were compensated for thesis or dissertation direction for this student:\**

Summer '10 \_\_\_\_\_ Summer '11 \_\_\_\_\_ Summer '12 \_\_\_\_\_ Summer '13 \_\_\_\_\_ Summer '14 \_\_\_\_\_ Summer '15 \_\_\_\_\_  
 Summer '16 \_\_\_\_\_ Summer '17 \_\_\_\_\_ Summer '18 \_\_\_\_\_ Summer '19 \_\_\_\_\_ Summer '20 \_\_\_\_\_ Summer '21 \_\_\_\_\_

**\*Effective Summer 2005:** The maximum number of summers allowable for compensated dissertation direction is four (4). Normally, the maximum number of summers allowable for compensated thesis direction is two (2).

Faculty Signature \_\_\_\_\_ Co-Director (if appropriate) \_\_\_\_\_