

Updated: August 5, 2024

**Michigan State University  
School of Social Work**

Compensation and Pay Rules 2024-25

**Faculty definitions for the purposes of these compensation and pay rules:**

**Both per course and those faculty who teach for the School of Social Work on at least a half time appointment are considered Fixed Term Faculty, i.e., they have a time limited contract that is renewable. However, for the purpose of this document, *per course faculty* (PCF) will be used to designate those who teach courses on less than a half time basis; and *fixed term faculty* (FTF) will be used to designate individuals who have teaching and/or administrative appointments in the School on at least a half time basis.**

**Tenure system faculty (TSF) serve the school in research, teaching, and service. Percentages of their time vary, but the majority have an allotment as follows: 45% research, 45% teaching, and 10% service. School director supervises all tenure system faculty members.**

**Per Course Faculty Compensation:**

Per-course faculty who teach will initially be paid \$1,500 per credit hour of their teaching, 1,800.00 per credit hour after five sections taught acceptably, 2,000.00 per credit hour after 10 sections taught acceptably.

The following courses have a different compensation structure, and are compensated at a rate of \$2,500 per course:

- SW 493A and B
- 877 Aging seminar series
- 891 Leadership series

**Overload:**

Generally, overload for FTF or TSF can only be offered if: the FTF or TSF member is performing all other duties at a satisfactory level, using all of their time appropriately (as allotted in their workload percentages), their supervisor approves the overload, and there is a designated SSW need that can't be accommodated otherwise.

**Overload Course Compensation:**

FTF and TSF who teach courses on overload will be paid \$1,600 per credit hour.

The following courses have a different compensation structure:

- SW 493A and B
- 877 Aging seminar series
- 891 Leadership series

-These courses will be counted as 1.5 credits each in computation of faculty workloads, when taught by an FTF or TSF member. If taught on overload for FTF or TSF, these courses are compensated at \$2500 per course.

**Buying Out of Courses:**

TSF have the option of using grant funding to buy out of course teaching with the approval of the School's director. Course buy out must be indicated in the grant budget. Each credit hour costs 4% of the faculty members salary. For example, buying out of a 3-credit course would cost 12% of the faculty member's salary. Grants must be active during the entire semester of the course buy out, and grant has to have already been received by Social Work in order to be used for a buy out.

**Research Facilitation Allocation:**

Grant PI's will receive a return of 5% per year from their F & A to be used for research or development activities. These funds can be added to the faculty member's development account or a separate research account. This policy is reviewed annually and subject to change given the financial health of the School.

**Full-Time Teaching Load for Fixed Term Faculty**

Twenty-six credit hours per annual year (i.e., an AN contract) will comprise a full-time teaching load. Appointments, workloads, and overloads will be computed using this full-time base.

**Off-Campus Travel Stipend**

Recruitment travel (MSW program director) for recruitment outside of the East Lansing area will receive mileage reimbursement.

**Excess Enrollment Stipend/Teaching Assistance for social work courses taught for credit**

Faculty who teach social work courses with section enrollments of 41 or more students will receive additional pay. For sections with more than 41 students \$500. For sections with over 75 students, a course assistant will be assigned and paid \$750 per section, in addition to the stipend for the instructor.

**Summer Online Undergraduate Elective Courses**

Faculty who teach Summer Online Undergraduate Elective Courses will be compensated according to the per-course faculty guidelines, and the excess enrollment stipend policy listed above, when appropriate.

**Doctoral Student Teaching Mentorship Stipend**

Doctoral students selected for teaching mentorships will receive \$1,000 for the first course, and \$500 for each subsequent course in which they participate.

**Community Practitioner Teaching Mentorship Stipend**

Community Practitioners selected for teaching mentorships will receive \$500 per course. (Each Community Practitioner may participate in one course only.)

**Sequence or Committee Chair Stipend**

Fixed-Term Faculty Members who serve as Sequence or Committee Chairs will have 3-4% in their contract for curriculum development.

**TSF Sequence or Committee Chair Compensation**

TSF who chair a committee or sequence for 3 consecutive years are eligible for one course release, that can be used at the end of the three-year term.

**Certificate Coordinators**

It is estimated that certificate coordination is approximately 3-4 % of service for TSF or advising/outreach/community service for FTF members.

**Other**

The School does not pay for speakers who come into class to present or guest lecture.

The School does not employ TA's.

Students are not allowed to be given gifts by the School.

**Liaisons and Designated Paid Field Instructors**

The table below indicates the pay range for liaisons and designated paid field instructors. These amounts are based per student.

<b>Liaison Pay Range Based on Years of Service*</b>	<b>Fall/Spring (Per Semester Per Student)</b>	<b>Summer Semester (Per Student)</b>
0-4 active years	\$133.00	\$66.13
5-9 active years	\$142.00	\$70.76
10+ active years	\$146.00	\$72.74
<b>Paid Instructor Supervision--# Students</b>	<b>Fall/Spring Per Semester</b>	<b>Summer Semester</b>
One student	\$975	\$488
Two students	\$1475	\$738
Three students	\$1850	\$988

\*15% raise in July of 2022 & July 2024

Liaisons and designated paid field instructors will receive one payment for the summer session and two payments per semester for Fall and Spring. Please see table below.

<b>Liaison/Field Instructor Pay Schedule</b>	<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Summer Semester</b>
1 <sup>st</sup> payment	Mid-semester (Oct)	Mid-sem (Feb)	Session A – June Session B – August Full Session - August

2 <sup>nd</sup> payment	End of Semester (Dec)	End Semester (Apr)	
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Note: Session A and B are treated as separate semesters. While these are half sessions, students have the same contact hours required as a full session.

**Student hourly\***

12.61 – undergraduate, non-majors

14.71 – undergraduate, majors

17.86 – MSW

22.00 – Ph.D.

**\* This is the standard rate when hiring on School funds. Faculty with their own funding can adjust the hourly rate if they have their own funding to cover the increased cost.**