



**Policy Title: Short-Term Study Abroad Compensation**

**Policy Number: BU-PP 745**

**Date Issued: Updated May 13, 2008**

**Responsible Executive: Provost**

**Date Last Revised: November 1, 2023**

**Responsible Office: Center for Global Engagement**

## **Short-Term Study Abroad Compensation BU-PP 745**

---

### **Policy Statement**

This policy is designed to specify compensation rates for faculty teaching in and/or directing short-term study abroad courses for undergraduate or graduate students in Wintermester, May Minimester, or Summer Sessions.

This policy is intended to comply with U.S. federal legal requirements as well as those in locations where Baylor employees may reside and work.

This policy does not constitute or create a contractual obligation on behalf of the University toward, or with, any faculty or staff member. Contractual obligations for faculty are in a letter of appointment. This does not alter any at-will relationship with any employees.

---

### **Reason for the Policy**

This policy responds to the recommendations derived from Baylor University's participation in the American Council on Education's Internationalization Laboratory (Goal 2, Strategy 2.1), and aligns with other applicable compensation policies.

---

### **Individuals/Entities Affected by this Policy**

All Faculty

---

### **Exclusions**

Courses with embedded international field trips. Rather, such courses are compensated according to applicable policy for regular, on campus courses in a given semester (no additional compensation).

1. Short-Term Study Abroad Compensation (BU-PP 745)

---

## Related Documents and Forms

---

### University Policies and Documents

[Evening Courses and Summer Teaching](#) (BU-PP 707)

[Institutional Base Salary](#) (BU-PP 725)

Faculty Handbook

---

### Definitions

---

These definitions apply to terms as they are used in this policy.

<b>Courses</b>	A course offered by Baylor. For this policy, the term assumes a three-semester-hour credit course. Compensation for any course which is part of a Study Abroad program involving more or fewer than three semester hours' credit will be prorated accordingly.
<b>Institutional Field Trips</b>	Travel experiences within courses for which the vast majority of contact hours occur in the framework of the Baylor campus
<b>Study Abroad</b>	A focused faculty-led educational program usually requiring at least three semester hours of course work and delivered to students in a format that requires the vast majority of contact hours to take place during an international travel experience with the faculty member

---

### Contacts

---

<b>Subject</b>	<b>Contact</b>	<b>Telephone</b>	<b>Office email/web site</b>
<b>Questions</b>	Human Resources	254-710-2000	<a href="mailto:askHR@baylor.edu">askHR@baylor.edu</a> <a href="http://www.baylor.edu/hr">www.baylor.edu/hr</a>
	Vice Provost for Global Engagement	254-710-2657	<a href="https://globalengagement.web.baylor.edu">https://globalengagement.web.baylor.edu</a>

---

### Principles

---

The following policy applies to faculty directing or participating in short-term study abroad programs approved by the University for graduate or undergraduate credit

Faculty participation in a Wintermester or May Minimester study abroad is paid as an overload to Spring semester compensation. Faculty participation in Summer study abroad must conform to Baylor's policy that a faculty member is limited to no more than a maximum of 25% of the previous academic year's 10-month Institutional Base Salary (IBS) for any combination of teaching/research/service/administration performed on and off campus in the summer.

#### 2. Short-Term Study Abroad Compensation (BU-PP 745)

---

## Computation

---

A faculty member's compensation for Baylor short-term study abroad programs is computed as follows:

- (A)** Those teaching in an approved Baylor short-term study abroad program will be compensated at a flat rate per course, for up to a maximum of two courses in one academic time period (e.g., the summer)<sup>1</sup>, for courses with an enrollment of 10 or more students. Offering the same course under more than one course number will count as one course under this policy.
- (B)** Total compensation for courses taught in a Summer study abroad program may not exceed 25% of the previous year's ten-month IBS.
- (C)** A study abroad course must enroll at least five students (or receive specific approval from the Vice Provost for Global Engagement) in order to be offered. If there are fewer than ten students, salary will be calculated as a percentage of the flat rate.
- (D)** Program directors will receive compensation for their administrative duties, subject to the 25% maximum.
- (E)** The flat rate per course and the director compensation rate will be set by a committee of the Vice Provosts (Global Engagement, Finance, Faculty Affairs) and will be re-assessed no less than every three years. Communication about these rates will be sent to unit budget officers.

---

<sup>1</sup> The Vice Provost of Global Engagement may waive the two-course limit at the request of a program director when in the best interest of the program, but this should be done very rarely and only when no other option is feasible. Students in an approved third course will count toward the total number of students taught by that faculty member. Compensation may not exceed 25% of the previous year's 10-month IBS for all courses taught in a summer study abroad program).