Request for Compensation for Summer 2021
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.

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 2021
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:

_____

_____

_____

_____

I have enrolled for:	____ Dissertation I	Course _____	Section _____
	____ Dissertation II	Course _____	Section _____
	____ Thesis I	Course _____	Section _____
	____ Thesis II	Course _____	Section _____
	____ Individual Investigation	Course _____	Section _____

_____
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.

1/10th 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 _____

1/3rd (0.333) of a workload hour for thesis/dissertation director or 1/6th (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 '09 _____ Summer '10 _____ Summer '11 _____ Summer '12 _____ Summer '13 _____ Summer '14 _____
Summer '15 _____ Summer '16 _____ Summer '17 _____ Summer '18 _____ Summer '19 _____ Summer '20 _____

***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) _____