**Pay for Study Abroad Courses**

**Per new guidelines approved by the Provost and President, study abroad compensation is to include pay for academic courses and also a stipend for travel for a second faculty/staff member. The details are below. Questions should be directed to Emily Kane, Director of Study Abroad, at** [**kaneea@longwood.edu**](mailto:kaneea@longwood.edu)

**Faculty members teaching only ONE 3-credit study abroad course will receive the following compensation.**

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| --- | --- | --- |
| **Table 1. COMPENSATION-FIRST CLASS** | | |
| **Class Size** | **Compensation**  **3-Credit Course** | **Second Employee**  **Travel Assistance** |
| 6-7 students | 3250 | 600 |
| 8-9 students | 4250 | 800 |
| 10-11 students | 4750 | 1000 |
| 12-13 students | 5250 | 1200 |
| 14 or more students | 6000 | 1400 |

**Faculty members teaching more than one course will be paid using Table 1 (above) for the first course and using Table 2 for additional courses.**

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| **Table 2. COMPENSATION-ADDITIONAL CLASSES** | |
| **Class Size** | **Compensation**  **3-Credit Course** |
| 1 student | 450 |
| 2 students | 900 |
| 3 students | 1350 |
| 4 students | 1800 |
| 5 students | 2250 |
| 6 students | 2700 |
| 7 students | 3150 |
| 8 students | 3600 |
| 9 students | 4050 |
| 10 + students | 4500 |

**NOTES:**

1. Travel assistance is paid only once per destination. Travel funds may only be used to defray the cost of travel for a Longwood faculty or staff member.
2. There is no compensation provided to the second faculty/staff chaperone unless provisions have been made with the faculty member leading the program to split the compensation for the courses. This arrangement is at the discretion of program leaders. No resources are available from the VPAAs office to compensate anyone other than course instructors.
3. To secure travel funds for a second faculty/staff chaperone, you must contact Emily Kane. Please note that the funds used are state funds and therefore cannot be put into your agency account. You will need to arrange for these funds to be sent to a travel agency, airline, tour company, etc. Or they can be used to reimburse a faculty member if appropriate documentation is available.
4. Faculty members need to be careful about creating two sections of the same course abroad in order to increase compensation (for example, two sections of Econ 217 for a total of 15 students instead of one section). These will be reviewed by the Provost and compensation may be adjusted accordingly.