MEMORANDUM OF AGREEMENT
BETWEEN
HOFSTRA UNIVERSITY
AND THE
HOFSTRA CHAPTER OF THE
AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS

It is agreed by and between Hofstra University and the Hofstra Chapter of the American Association of University Professors that the attached updated version of Article 8.16 Per Capita Compensation Schedule, dated August 4, 2009, supersedes the version contained in the Collective Bargaining Agreement, September 1, 2006 – August 31, 2011, dated March 1, 2007.

Agreed to: August 5, 2009

Hofstra University

By: Herman A. Berliner, Ph.D.
Provost and Senior Vice President for Academic Affairs

Hofstra Chapter of the
American Association of University Professors

By: Estelle S. Gellman, Ph.D.
President, AAUP, Hofstra Chapter
8.16 Per Capita Compensation Schedule (Updated August 4, 2009)

Per capita compensation for the supervision of students shall be as indicated below. Each category of supervision is listed with its associated number of faculty points and ISP code (the per capita payment code that is assigned to the category). A faculty member shall receive the number of faculty points specified for each student enrolled in a course regardless of the number of credits for which the course is offered. For on-load compensation, two (2) faculty points shall be equal to one (1) faculty teaching credit for all per capita assignments other than doctoral dissertation advisement, for which one (1) faculty point shall be equal to one (1) teaching credit.¹

Where compensation is by stipend, the stipend per faculty point shall be as follows:

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Per Faculty Point</th>
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</thead>
<tbody>
<tr>
<td>2006/2007</td>
<td>$1,111</td>
</tr>
<tr>
<td>2007/2008</td>
<td>$1,158</td>
</tr>
<tr>
<td>2008/2009</td>
<td>$1,210</td>
</tr>
<tr>
<td>2009/2010</td>
<td>$1,271</td>
</tr>
<tr>
<td>2010/2011</td>
<td>$1,328</td>
</tr>
</tbody>
</table>

Adjunct faculty members may be compensated for per capita assignments only by stipend; full-time faculty have the option of being compensated on an on-load basis, although faculty regularly involved in doctoral dissertation and doctoral internship supervision are normally required to teach three (3) hours per semester of these activities as part of base load. Should the on-load equivalent of these doctoral internship and/or doctoral dissertation supervision activities be greater or less than what is needed for load in a given semester, the faculty member may elect to owe or bank credits per Article 6.7 or may elect to receive per capita compensation for the excess. Faculty taking three (3) hours of doctoral internship and/or doctoral dissertation supervision as part of base load will be given priority for the assignment of regular courses on overload.

A. Student Teaching, Internship, Practicum/Field Work and Methods/Observation Courses

Category 1 (ISP=H): Full-Semester Student Teaching
One (1) student = one (1) faculty point (6 students = 3 credits)

Category 1 includes student teaching experiences that extend over a full fall or spring semester in which the faculty member holds weekly on-campus seminars and makes a minimum of three (3) observations per semester.

¹ See the Provost’s Office Website [http://www.hofstra.edu/About/Administration/Provost/prov_forms.html] for the compensation rate per faculty credit in each year of the Collective Bargaining Agreement as well as the specific courses included under each category and ISP code.
Category 2 (ISP=L): Summer or Half-Semester Student Teaching
One (1) student = .75 faculty point per summer session or half-semester (4 students per each half-semester = 3 credits over the whole semester)

Category 2 includes student teaching experiences that extend over one summer session or half of a regular fall or spring semester in which the faculty member holds weekly on-campus seminars and makes a minimum of two (2) observation visits per student per summer session or half-semester (that is, at least four (4) observations per student over the whole semester), with at least two (2) observations at each of the sites at which each student is placed.

Methods/observation (ISP=V)
One(1) student = .6 faculty point (10 students = 3 credits)

Methods/observation supervision refers to those supervised field experiences where the faculty supervisor makes a minimum of four (4) site visits per student to observe how the student implements teaching methods when working with individuals and small groups in a classroom setting; this compensation does not cover on-campus seminars.

Internship A (ISP=I)
One (1) student = one (1) faculty point (6 students = 3 credits)

Internship A is defined as intensive internship supervision that requires weekly on-campus seminars as well as three (3) or more site visits per student; or weekly seminars that are longer than a normal class period and meet for an extended semester, with review of weekly written case reports by each student for that student's client, continuous on-call availability of the faculty member for supervision, and two (2) or three (3) hours per week assisting students' clients and/or making site visits as needed.

Internship B (ISP=M)
One (1) student = .75 faculty point (8 students = 3 credits)

Internship B includes those field experiences that require either weekly on-campus seminars as well as at least one (1) site-visit per student or bi-weekly seminars and at least two (2) required site visits per student.

Internship C (ISP=F)
One (1) student = .5 faculty point (12 students = 3 credits)

Internship C includes those field experiences that require only one (1) site-visit per student with three (3) to seven (7) seminars per semester.
Internship D (ISP=N)
One (1) student = 1 faculty point (6 students = 3 credits)

Internship D refers to six -credit field experiences in which the student spends at least three hundred (300) hours in the field and for which the faculty member makes three (3) site visits per student or the equivalent in field consultation and provides weekly supervision in the form of (a) a seminar, (b) scheduled individual or small-group consultations, or (c) a combination thereof.

Field Experience E (ISP=K)
One (1) student = 1 faculty point (6 students = 3 credits)

Field Experience E refers to field experiences of less than six (6) credits that require weekly seminars led by the instructor and a minimum of three (3) site visits per student.

Internship experiences that do not follow the above pattern are assigned to the level (A, B, C, D, or E) that requires an equivalent number of faculty hours per student.

B. Doctoral Dissertation Advisement (Chair) (ISP=J)

One (1) student = .75 faculty points
(4 students = 3 credits)

Each member of a doctoral dissertation committee other than the chairperson of the committee, up to a maximum of two (2) committee members, shall receive a stipend of one hundred ($100) dollars each upon completion of the dissertation; dissertation readers present only for the oral examination shall receive a stipend of fifty ($50) dollars upon completion of the dissertation.

Payment for chairing a doctoral dissertation shall be made in each semester in which a student registers for dissertation advisement, up to a maximum of six (6) semesters. There shall be no compensation, either on a per capita basis or on load, for dissertation supervision beyond six (6) semesters. A faculty member supervising a student working on a doctoral dissertation may not also receive compensation for supervising independent study involving that student without prior approval, in writing, from the Dean and the Provost. Such independent study may not pertain to the student's dissertation.

Excluding the continued supervision of doctoral dissertations for which the faculty member has already received compensation for six (6) semesters, a faculty member may not supervise more than six (6) doctoral dissertations per semester. If a student completes a dissertation in less than four (4)
semesters, the dissertation supervisor shall receive a minimum equal to the sum of the stipends that would have been paid in the first four (4) consecutive semesters in which the student registered for dissertation advisement.

C. Undergraduate and Graduate Tutorials, the Individually Negotiated Honors Option, Undergraduate Honors, Undergraduate Internship, MAP, UWW, off-campus education and PALS Projects

Category I (ISP=1)

One (1) undergraduate student = .23 faculty points
One (1) graduate student = .25 faculty points

This category includes tutorial instruction requiring three (3) to five (5) meetings per semester with the student, plus grading of an examination, a paper and/or a series of essays (typically a 1-1.5 credit course; includes off-campus education projects in a comparable credit range and the Individually Negotiated Honors Option).

Category II (ISP=2)

One (1) undergraduate student = .46 faculty points
One (1) graduate student = .50 faculty points

This category includes tutorial instruction requiring six (6) to twelve (12) meetings per semester with the student, plus grading of an examination, a paper and/or a series of essays (typically a two (2) or three (3)-credit course; includes off-campus education projects in a comparable credit range as well as PALS 061 projects).

Category III (ISP=3)

One (1) undergraduate student = .73 faculty points
One (1) graduate student = .75 faculty points

This category includes supervision requiring weekly meetings (or the equivalent) per semester with the student, plus grading of an examination, a paper and/or a series of essays; includes research projects, honors essays, New College and off-campus education projects in a comparable credit range.

Category IV (ISP=4)

One (1) student = .85 faculty points
This category includes supervision of projects that, in addition to nine (9) to twelve (12) hours of proposal development in the prior semester, require weekly meetings (or the equivalent) with the student, plus grading of a paper or project; includes 4-credit senior projects and UWV-21 contracts.

**Category V (ISP=5)**

One (1) student = .5 faculty points

This category includes undergraduate internships that require four (4) to eight (8) meetings per semester with the student (either on-campus or on-site), plus grading of an examination, a paper or a report.

**Category VI (ISP=Q)**

One (1) student = 1.4 faculty points

This category includes courses that require weekly meetings (or the equivalent) with the student, plus proposal development and supervision of independent study, including library research, field research, and laboratory work, as well as the grading of an examination, paper, laboratory reports and/or a series of essays; includes UWV full contracts (11 series).

**Category VII (ISP=R)**

One (1) student = 1.0 faculty points

This category includes supervision of independent study, preparation and evaluation of degree plans, and development of MAP 201 proposal; includes MAP 200 (initial study) contracts.

**Category VIII (ISP=S)**

One (1) student = 1.7 faculty points

This category includes courses that require weekly meetings (or the equivalent) with the student, plus supervision of proposal development and intensive independent study, including library research, field research, and laboratory work, as well as the grading of an examination, paper, laboratory reports and/or a series of essays; includes MAP 201, 202, and 203 contracts.

**Category IX (ISP=G)**

One (1) student = .75 faculty points

This category includes supervision of 3-credit master's theses other than MAP theses (Categories X and XI).
Category X (ISP=T)

One (1) student = .5 faculty points

This category includes supervision of the development of the MAP master's thesis (contract 204).

Category XI (ISP=U)

One (1) student = One (1) faculty point

This category includes supervision of the development of the MAP master's thesis (contract 205).

D. Private Music Instruction

Level 1 (ISP=6): Ten (10) intensive private lessons
One (1) student = .75 faculty points

Level 2 (ISP=7): Ten (10) intensive private lessons plus five (5) coaching lessons for a half-recital
One (1) student = .9 faculty points

Level 3 (ISP=8): Ten (10) intensive private lessons plus ten (10) coaching lessons for a full recital
One (1) student = 1.1 faculty points

Where new courses are proposed by the University that are to be paid on a per capita basis, the proposal shall include the category in which the course shall be placed as well as supporting evidence as to how the course shall meet the category criteria. Following the usual procedures for the approval of new courses, the AAUP shall be informed of the placement of new courses that are to be paid on a per capita basis. Disagreements as to the placement of a course shall be forwarded to the Joint Standing Committee for resolution. Unresolved disagreements shall be forwarded to the Provost for final decision.

Should an error be discovered in the placement of a course in one (1) of the above-specified categories, the placement of the course shall be reviewed by the Joint Standing Committee. The placement of the course shall be changed upon agreement by the Joint Standing Committee with the new placement becoming effective as of the next academic year. If agreement cannot be reached as to a change, the course placement shall remain as herein specified.
Faculty teaching regular courses with low enrollment shall not be paid on a per capita basis if the per capita compensation for the number of students enrolled in the course exceeds the faculty member's overload or adjunct compensation for teaching the course on a regular basis. The per capita point assignment for such courses shall be .23 for each credit a student receives in an undergraduate course and .25 for each credit a student receives in a graduate course (ISP=Z).