

**Nova Southeastern University**  
**Fischler School of Education and Human Services**

**Adjunct Supplemental Payment Request Form**

\*(To be used for *non-teaching* or *practicum/supervision* work only)\*

Date of Request: \_\_\_\_\_ NSU ID Number: \_\_\_\_\_

Adjunct Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Adjunct's Program (normal work assignment): \_\_\_\_\_

Program/Initiative Requesting Services: \_\_\_\_\_

Description of Services/Work To Be Provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*CRN and Course Prefix/number (if applicable for supervision work)\* \_\_\_\_\_

Start Date for Work: \_\_\_\_\_ End Date for Work: \_\_\_\_\_

Number of students serviced (if applicable): \_\_\_\_\_ Amount/student (if applicable): \_\_\_\_\_

Total Compensation/Amount to be Paid: \_\_\_\_\_ Account to be charged: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ADJUNCT SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

**APPROVAL TO INITIATE WORK:**

\_\_\_\_\_  
Requesting Program/Initiative Administrator

\_\_\_\_\_  
Dean's Approval /Date

**APPROVAL FOR PAYMENT (work completed):**

\_\_\_\_\_  
Requesting Program/Initiative Administrator

\_\_\_\_\_  
Dean's Approval/ Date

NOTE: THIS FORM IS **NOT TO BE USED FOR NORMAL TEACHING ASSIGNMENTS** nor is it to be used for ARO Supplemental Payments. Please use this form for non-teaching academic assignments and/or supervision work (not ARO) requiring a contract and payment.

Instructions for use:

1. The Director/Administrator whose program has requested the work be done fills out the form (or fills out the form in conjunction with the adjunct who will be doing the work).
2. Both the Director/Administrator and the adjunct sign the form and submit it to the Dean of Adjunct Faculty and Services for approval to initiate the work assignment. The form will be retained in the AFSSO until the work is completed, and serves as a contract for supplemental academic work.
3. When the work is completed to the satisfaction of the Director/Administrator, he/she notifies the AFSSO that the assignment is complete. That Director/Administrator then signs the form (or can send an email to AFSSO indicating completion/approval), and the Dean of Adjunct Faculty and Services signs the form to approve payment.
4. Payment amounts will be based upon the attached Undergraduate, Master's and Doctoral payment charts.
5. NOTE: This form and the attached paychart are NOT used for supplemental ARO work assignments, but are to be used for all other FSEHS payments for non-teaching and/or supervision work.
6. THIS FORM IS INTENDED FOR USE BY FSEHS ADJUNCTS ONLY.

## Doctoral Non-Teaching Payments—As of Fall Term 200820

Lead Faculty-----\$7500/year per assignment by the Dean of Academic Affairs

DHEL Practicum proposal advising-----\$50

DHEL Practicum report advising-----\$100

### Course Development:

New doctoral course-----\$3500

Revise existing doctoral course---\$2000

### DEDL Reports (to be phased out by Fall 2005):

Evaluation plan-----\$50/paper

Organizational Analysis-----\$50/paper

IGP-----\$300/student

R&V-----\$200/student

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Payment amounts below are listed for information purposes only. These payments must be processed through the ARO payment system and not processed using this form.

### *Dissertation work:*

*Committee Chair-----\$65/student*

*Committee Member/concept paper-----\$150/paper*

*Committee Member/dissertation proposal---\$350/proposal*

*Committee Member/dissertation-----\$250/dissertation*

**Undergraduate and Master's Non-teaching Payments**  
**As of 200650**

MATL Mentors----- \$90/student  
MATL AR Project----\$300/student

GTEP Computer Lab Assistant --- \$1000/8 week course (half day work)

Course development:

Develop master's course -----	\$2500	Develop undergrad course-----	\$2000
Revise/update master's course--	\$1500	Revise/update undergrad course----	\$1000

Practicum advising:

Lead coach (online)-----\$700/course  
IRB Review-----\$15/review  
Partial practicum completion----\$15/hour (documented)

Practicum report reader-----\$35/report

All Clinical Experience and other observations: \$100/student/observation(ALL LEVELS)

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The following supervision work will be paid according to the amounts listed below. For now (and until further notice), this work will be contracted and paid with the attached Supplemental Payment Form.

**Supervision work:**

EDU 514---\$200/student

Level I-- (INED 691/692)--\$250 per student

Level II-- (EDU 688/EL 698, EDU689)----\$600 per student (Also applies to Undergrad supervision—EDUC 4570/4580)

*Level III-- (EIA 688, APR 650/750, RED 587/588, APR 688, OLP 688,)---  
\$500 per student---Paid via PayTrax as of 200720*

*Level IV-- (EL 699)--\$600 per student---Paid via PayTrax as of 200630*

