

Study Abroad Compensation Policies

DEPARTMENT FEES

Department fees are paid to the department for faculty-led direct credit study abroad programs only. They are billed to each student the program and paid out to the department at the end of the programs once all expenses have cleared the accounts. The department has full discretion on how the funds are used. Department fees are not mandatory and department heads may choose not to collect a fee.

Short-term Programs (e.g. Spring Break or Winter Session)

Programs that offer up to 3 credits and spend 1 – 3 weeks abroad may include a department fee of up to \$150 per student.

Standard Programs (e.g. Summer Session)

Programs that offer between 6 to 9 credits and spend 4 – 9 weeks abroad may include a department fee of up to \$500 per student.

Long-term Programs (e.g. Summer or Semester Sessions)

Programs that offer 12 – 15 credits and spend over 9 weeks abroad may include a department fee of up to \$1,000 per student

Internship Programs

Internship programs that are less than 9 weeks abroad may include a department fee of up to \$500 per student. Internship programs that spend over 9 weeks abroad may include a department fee of up to \$1,000 per student.

In cases where a program involves multiple departments, a single per student department fee may be charged. The department heads of each participating department must agree jointly on whether to take a department fee and on the amount per the guidelines above. Department fees will be paid out according to class enrollment. For example, on a program with two participating departments and a \$500 department fee, if a student takes two classes (one from each department), each department will receive \$250 for the student in the payout.



PER DIEM

Travel funds can be used to cover faculty and staff expenses for meals and lodging based on the maximum governmental allowable rates as set by the Department of State www.state.gov. The UA Financial Services Office considers faculty and staff on study abroad programs to be in long-term travel status and prohibits payment of 100% of the federal rate. The UA Study Abroad office considers all programs that spend more than 3 weeks abroad to fall under this category.

Per diem allowances for meals and incidentals on study abroad programs categorized as Short-term Programs will be paid at 70% of the maximum federal rate. Study abroad programs that spend over 3 weeks abroad will be paid at 50% of the maximum federal rate.

Lodging costs are negotiated as part of the budget building process and may not exceed 70% of the maximum federal rate for Short-term Programs and 50% for programs that spend over 3 weeks abroad.

SALARY

Faculty and GTA's working on short-term programs are typically compensated as part of their regular contract with their home department. For these programs no additional salary is built into the program budget. Faculty and GTA's working on standard and long-term programs may be compensated for administrative work, teaching, or a combination of both. Compensation is not mandatory and is agreed upon at the department head level and is dependent on the employment contract with the home department.

There are four tiers of salary used for both standard and long-term programs. Amounts are based on program length (number of weeks abroad), title (Assistant Professor, Senior Lecturer, etc.), and category of responsibility (teaching, administrative, or both). Compensation for "Teaching Only" is allocated for faculty who teach on a program in a non-lead capacity, particularly when program logistics are facilitated by a provider, partner institution, or other faculty member. Compensation for "Administrative" is allocated for faculty or program leads who do not teach on the program but are significantly involved in the development, administration, and oversight of the program. The combination rate is allocated for faculty who fulfill both the administrative and teaching roles as described above. These rates are negotiable up to the maximum amounts listed below for each category and are based on a minimum 10-student teaching enrollment. A minimum 20-student teaching enrollment applies for AZ in Orvieto due to the overall faculty-student program ratio.



Study Abroad Salary Chart: Administrative OR Teaching Only

Number of weeks abroad on program	TIER 1: Assistant Professors/ Lecturers	TIER 2: Senior Lecturers	TIER 3: Associate Professors	TIER 4: Professors
4	\$3,456.00	\$3,681.00	\$4,053.00	\$5,127.00
5	\$4,320.00	\$4,602.00	\$5,067.00	\$6,408.00
6	\$5,184.00	\$5,523.00	\$6,078.00	\$7,689.00
7	\$6,048.00	\$6,444.00	\$7,092.00	\$8,970.00
8	\$6,912.00	\$7,362.00	\$8,103.00	\$10,251.00
9+	\$7,773.00	\$8,283.00	\$9,117.00	\$11,532.00

Study Abroad Salary Chart: Administrative and Teaching

Number of weeks abroad on program	TIER 1: Assistant Professors/ Lecturers	TIER 2: Senior Lecturers	TIER 3: Associate Professors	TIER 4: Professors
4	\$4,608.00	\$4,908.00	\$5,404.00	\$6,836.00
5	\$5,760.00	\$6,136.00	\$6,756.00	\$8,544.00
6	\$6,912.00	\$7,364.00	\$8,104.00	\$10,252.00
7	\$8,064.00	\$8,592.00	\$9,456.00	\$11,960.00
8	\$9,216.00	\$9,816.00	\$10,804.00	\$13,668.00
9+	\$10,364.00	\$11,044.00	\$12,156.00	\$15,376.00

Graduate Teaching Assistants

According to UA policy, graduate teaching assistants (GTA) may work a maximum of a .66 FTE for domestic students and .50 FTE for some international students. If a GTA is employed at less than the above FTE, supplemental compensation can be given (see chart below) to bring the FTE up to the maximum. When a GTA is already working at the maximum FTE, no salary can be given. GTA's will be paid according to the Tier 1 listed above based on role.

Semester Programs

Salary for faculty or graduate teaching assistants on semester programs will be based on a variety of factors, including whether they are existing employees or hired for the purpose of teaching on the program, internal departmental hiring ranges and processes, GTA FTE, and how much the program budget will bear. Salary will be negotiated by the department head and study abroad and student exchange and once confirmed will be built into the program budget.

