**Academic and Summer Program Chart**

In order to establish uniformity in the compensation of Summer and Academic Year hiring, the following compensation rates have been developed for equity and consistency. The following compensation for each type of employment is to be used to determine compensation for faculty and staff, temporary employment, facility usage, and grant funding. **Any request to deviate from these rates must be approved in advance by Human Resources.**

*Academic Year temporary instructor/faculty rates will be qualified using the current faculty salary schedule based on years of experience as of July 1st plus applicable supplements and capped at 34 years of experience.*

<table>
<thead>
<tr>
<th>Classification/Position Title</th>
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<th>Description of Duties</th>
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<tbody>
<tr>
<td>Summer Program Curriculum Development and Planning</td>
<td>$250/day</td>
<td>- New Program: 60% of teaching days. - Existing Program: 40% of teaching days. - 8 day cap</td>
<td>Exempt</td>
<td>- Prepare for a workshop, class, or student research. - Develop or revise curriculum. - Order supplies as needed. Note: Work is to be completed on non-contact days.</td>
</tr>
<tr>
<td>Academic Programs Faculty Summer Pay</td>
<td>$250/day</td>
<td>Days are allocated by Provost and VC with consultation with deans and chairs</td>
<td>Exempt</td>
<td>- Develop or revise curriculum for a semester or Jan Term class. - Analyze data and write a summary report - Special projects - Prepare for first time teaching a course</td>
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| Summer (Non Academic Year) Instructor | $350/day | Yes                            | Exempt      | Tasks may include but not limited to:  
- Deliver instruction directly to students and/or adults. Provide instructional feedback (if applicable)  
- Respond to unanticipated events such as classroom management or health emergencies  
- Deliver instruction directly to students and/or adults.  
- Plan, order supplies, provide feedback, and monitor and evaluate progress as appropriate.  
- Respond to unanticipated events such as missed buses or health emergencies.  
- Provide discretionary extracurricular enrichment.  
- May recruit and supervise teaching assistants if applicable. |
| Instructor with Additional Responsibilities | $400/day  | Yes                            | Exempt      | - Includes teaching (as above). Other item examples:  
- Prepare budget/financial paperwork.  
- Perform marketing/promotional tasks.  
- Write a summary report of the program.  
- Recruit and supervise faculty or teaching assistants for staffing as needed.  
- Monitor and evaluate program progress  
- Plan and execute extracurricular enrichment (Field trips, keynote speakers, etc.)  
- Perform administrative tasks as needed. |
| Program Directors (admin responsibilities -but no teaching) | $375        | Yes                            | Exempt      | - Prepare budget/financial paperwork.  
- Perform marketing/promotional tasks.  
- Write a summary report of program.  

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| Teaching Assistant II        | $175/day (21.88 an hour) | No | Non-Exempt | - Recruit and supervise faculty or teaching assistants for staffing as needed.  
- Monitor and evaluate program progress  
- Plan and execute extracurricular enrichment (Field trips, keynote speakers, etc.)  
- Perform administrative tasks as needed  
- No teaching |
| Teaching Assistant I         | $9.50/hr Hourly *rate based on Temporary Employee hourly salary schedule | No | Non-Exempt | - Assist teacher in coordinating schedules, ordering supplies, etc.  
- Set up classrooms and projects.  
- Support instructor in executing the class by knowing the subject and responding to student questions.  
- Responsible for teaching/grading a class under the supervision of the primary instructor  
- Plan and organize field trips.  
- Plan and organize additional experiences such as a guest speakers  
Note: Must have BA degree with experience in the field. |

*Note: Must have a high school diploma.*
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<td>Student/Lab Assistant</td>
<td>Hourly rate based on Temporary Employee hourly salary schedule</td>
<td>No</td>
<td>Non-Exempt</td>
<td>- Assist the Teacher/Teaching Assistant II</td>
</tr>
</tbody>
</table>
| Lead Student Counselor       | $108 /day ($13.50/hour) includes room and board | N/A | Non-Exempt | - Junior/senior college students or recent college graduates  
- Assist with on duty coverage  
- Live on residence hall and help maintain a safe and respectful residential environment  
- Provide transportation for classroom field trips, mentorship, and community programs  
- Develop and facilitate community programming as well as Wellness Activities  
- Supervise PEC activities  
- Assist with Orientation, Family Meetings, and Counselor training |
| Student Counselor            | $88/day ($11.00/hour) includes room and board | N/A | Non-Exempt | - Current or recent NCSSM graduates and freshman/sophomore college students  
- Responsible for assisting with Orientation and Check-In  
- Assist teacher, lead counselors and student life instructors, as needed  
- Live on residence hall and help maintain a safe and respectful residential environment  
- Assist on field trips, campus programs, and hall housekeeping  
- Develop and facilitate team building and community development activities |
| Community Coordinator (CC)/Residential Life Leader (RLL) | Current base CC rate. | N/A | Exempt | - Current NCSSM CC’ s or other Higher Education Professional  
- Implement duty schedule and on-call schedule |
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| **Senior Community Coordinator/Senior Residential Life Leader** | $21.59 per hour ($173 per day) | Exempt | In addition to the regular CC duties:  
- along with year-round staff, supervise other RLLs  
- work with year-round staff to train summer staff  
- support with writing policies and procedures  
- point person for scheduling of activities and other staff duties  
- knowledge of the remote campus’ policies and procedures | -Develop, implement, and coordinate Community Programming  
-Serve as emergency on-call  
-Triage and liaison with medical providers for medical emergencies  
-Facilitate and uphold community expectations  
-Provide transportation and supervision for field trips and community programming, as needed  
-Develop and implement Wellness programming  
-Provide duty coverage  
-Mediate any necessary roommate or program member conflicts  
-Coordinate counselor training and regular counselor staff meetings  
-Coordinate Orientation and Check-In  
-Ensure all rooms are prepared and coordinate room keys, access passes and necessary program information for families |
| **Student Support Specialist/Academic Advisor/Counselor** | $19.85 per hour ($159 per day) | N/A | Exempt | - Read parent and student comment forms (approximately 700 families) for Accelerator, Step up to STEM, and |
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| Crosswalked to EHRA IRIT Academic Advisor/Counselor classification | $350/day ($43.75/hour)/four classes per day or combination of classes and alternative instruction | Planning Rate of Pay $250/day ($31.25/hour) | Exempt | other programs if needed and ensure that families and students have completed their forms  
- Identify specific concerns and follow up with families and students as needed before, during and after the program.  
- Develop individualized Accommodation Plans when needed and communicate that to the program coordinators, counselors and teachers.  
- Send alerts to teachers and summer student life staff as needed to know.  
- Meet with students and staff members as needed, possibly keeping office hours and being available at regular times each week.  
- Be available to assist with concerns as they occur in the summer, or connect students to NCSSM counseling department during the summer programs.  
- Possibly lead weekly evening or afternoon enrichment programs for students. |
| Residential Educator | $350/day ($43.75/hour)/four classes per day or combination of classes and alternative instruction | Planning Rate of Pay $250/day ($31.25/hour) | Exempt | - Current NCSSM or NC Instructors, including RE201 Instructors  
- Develop classroom curriculum and activities  
- Instruct classes and academic activities  
- Attend and contribute to program schedule development  
- Provide individual and group support, as needed  
- Participate in program wide activities  
- Available to students outside the classroom. Communicate availability and encourage students to contact for assistance  
- Assist with Orientation and Family Meetings |
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| (Grants) University, Corporate, or Federal Partner | Determined by Grant Funding | Determined by grant funding and capped at $500/day | TBD | - Specialized experts in an academic field.  
- Retained by NCSSM to implement federal/corporate grants. |

## NOTES:

- Prep time formula guidelines:
  - For a new program being developed: 60% of teaching days (e.g., 3 days prep for a 5-day workshop, cap of 8 days)
  - For an existing program being conducted again: 40% of teaching days (e.g., 2 days prep for a 5-day workshop, cap of 8 days)
- Do not include FICA when calculating rate of pay

### Class time to calculate Beacon hourly rate of pay

<table>
<thead>
<tr>
<th>Class Time</th>
<th>Hourly Rate</th>
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</thead>
<tbody>
<tr>
<td>1 class</td>
<td>2 ½ hr/day</td>
</tr>
<tr>
<td>2 classes</td>
<td>5 hr/day</td>
</tr>
<tr>
<td>3 or more classes</td>
<td>8 hr/day</td>
</tr>
</tbody>
</table>

A supplemental salary other than the Academic & Summer Program Chat can be requested based on the availability of applicants and the complexity and uniqueness of the course or subject to be taught. Any supplemental salary requests must be approved by Human Resources and the Chancellor.