

**Title: Faculty Stipends for Service Beyond Contractual Obligations Procedure**

<input type="checkbox"/> <b>Initial Action</b>	<b>9/1/2025</b>
<input type="checkbox"/> <b>Board Resolution</b>	<b>N/A</b>
<input type="checkbox"/> <b>Last Revised</b>	
o <b>Policy</b>	<b>N/A</b>
o <b>Procedure</b>	<b>9/32025</b>
<input type="checkbox"/> <b>Last Reviewed</b>	<b>9/3/2025</b>
<input type="checkbox"/> <b>Effective</b>	<b>9/3/2025</b>
<input type="checkbox"/> <b>Next Review</b>	<b>10/9/2027</b>
<input type="checkbox"/> <b>Responsibility</b>	<b>Academic Affairs Division</b>

**Faculty Stipends for Service Beyond Contractual Obligations**

To recognize and compensate faculty members for work performed beyond the scope of their regular contractual responsibilities, the institution may offer stipends for specific duties, projects, or service activities. These stipends are intended to acknowledge the additional time, expertise, and commitment provided in support of institutional goals. Stipends cannot be converted to release time; cannot be used to meet faculty load; cannot be carried to the next semester; or be used to bank credits.

**Stipend Amounts and Approval:**

Stipend amounts will vary based on the nature, duration, and scope of the work, and are subject to available funding. All stipends must be approved in advance by the CAO or designee.

**General Provisions:**

Stipends are not considered part of base salary and do not impact benefits or future salary calculations.

Payment will be processed through the payroll system and subject to standard withholdings.

Acceptance of a stipend does not alter the terms of the faculty member's existing contract.

Work is mutually agreed upon between the faculty member, Dean and CAO.

All work must be completed by the agreed upon date, or there will not be a stipend renumeration.

**Stipends:**

- 1 credit salary for submitting and having a course approved by Maryland Online **or** faculty may choose to use this submission as service towards promotion and will not receive the stipend.
- .5 credit salary for successful renewal of a course via Maryland Online **or** faculty may choose to use this submission as service towards promotion and will not receive the stipend.
- 1 credit salary/semester for faculty position that is the primary/solo lead in a content area/discipline that requires significant additional work such as but not limited to:
  - Preparing for and conducting advisory board meetings, at least one per year
  - Maintaining contact with advisory board members and various external stakeholders throughout the year
  - Representation of Cecil College and discipline program on external organizations (usually state) outside of traditional contract requirements, with CAO approval
  - Maintain ongoing communication/collaboration with on-site 4-year partner
- 1 credit salary/semester for faculty position that is the primary/solo lead in a content area/discipline that requires significant additional work such as but not limited to:
  - Writing an annual report for external accrediting/approval organization
  - Monitoring and supporting BCR Cyber
- Stipend for adjunct faculty who successfully complete the Professional Development for Online Teaching (PDOT) course (\$100)
- Stipend for completing English assessment documents, \$3/piece

- Stipend of 1 credit per semester (fall and spring) for chairing the Institutional Review Board (IRB).
- Stipend for conducting a significant college sanctioned research project, \$250. A significant project is one that requires IRB review and/or is conducted over at least a full semester. It cannot be associated with any graduate work/doctoral program, regularly assigned work, associated with any other release time or compensation, including grant stipends, or faculty sabbatical.
- Stipend for mentoring Cecil College students with a research project that falls out of a classroom assignment; is significant in nature (see above), and results in the student(s) presenting at a regional or national conference, \$200. The stipend is per research project, regardless of the number of students, posters or presentations.
- \$200 to \$250 stipend for updating syllabi, outside of discipline/content area
  - \$200 for updating syllabi (outside of discipline/content area)
  - \$250 for re-writing or creating a new course syllabi (outside of discipline/content area)
- \$250 stipend for teaching a professional development presentation to college community or faculty as requested/approved by the CAO. This does not include collegial professional development, such as presentations to discipline department, presentations that are part of other compensated work, such as Canvas Champions, committee associated work, or presentations associated with Catalyst, the Teaching and Learning Center.

This work may contribute as service towards faculty promotion in lieu of monetary remuneration. This will need to be addressed and agreed upon with CAO or designee prior to starting the work.

This document will be reviewed annually and updated as needed.

September 24, 2025

Revised: February 26, 2026