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<th>Workshop/Program Employee Status</th>
<th>Compensation Parameters</th>
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| **Credit Workshop Director(s)**  | • Based on number of credit hours offered in program or length of program (daily rate)  
• Maximum compensation for workshop/program is calculated as salary plus daily rate as determined by location and needs of the program.  
• Daily or per credit hour rate is split by multiple directors | • Study Abroad/Study Away/Travel  
○ Up to $100 per day for program development and 24/7 student affairs management  
○ On campus, online/hybrid, in the area  
○ Up to $300 per credit hour for program administration (may be teaching, or not) |
| **Selective Program Director(s) or Instructor(s)** | • Director is full-time faculty member on contract.  
• Compensation is calculated as contracted salary plus daily rate  
• Daily rate split between multiple directors | • Contracted salary  
• Up to $100 per day of program travel |
| **Instructor(s)** | • Compensation based on credit hours offered in program sections.  
• Program maximum is calculated and split by multiple instructors.  
• Must meet student registration threshold guidelines or prorating of salary will occur. | • Maximum of 3% of base salary per credit hour for instructional staff if registration threshold is met.  
○ Maximum percentage will be split between multiple instructors at director’s discretion.  
○ Must take greater of $800 per credit hour or prorated salary if threshold not met.  
• $20,000 cap per course per instructor.  
• Multiple sections of a course must each meet the threshold to receive maximum percentage pay.  
• Non-Miami  
○ Up to $800 per credit hour |
| **Coordinator(s) (Study Abroad or Study Away–not graduate assistant) Resource(s) Non-student assistant(s)** | • Compensation for Miami faculty in non-contract periods and non-Miami faculty, or unclassified staff in vacation time periods.  
• Compensation based on length of program.  
• Long term assignments only, not intended for programs operating abroad/away for 5 days or less.  
• Coordinator(s) may NOT also serve any other role for any one workshop. | • Up to $100 per day  
• Per diem for each day of travel based on IRS guidelines  
• Roundtrip air fare: Flight should be lowest-cost round trip flight from United States  
• Accommodations during program duration |
| **Consultant(s) Guest Speaker(s)** | • Miami and non-Miami faculty or unclassified staff in vacation time periods.  
(Short term assignment of 5 days or less)  
• Based on expertise  
• Consultant(s) may NOT also serve as Coordinator or any other role for any one workshop. | • Non-Miami - Up to $500 per day  
• No per diem or travel expenses to be paid.  
• Miami faculty (9 mo.) 1/195 of salary as daily rate  
• Unclassified (12 mo.) 1/260 of salary as daily rate (10 mo.-1/216, 11 mo. - 1/238) |
### Credit Workshop and Selective Program Compensation Guidelines

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| **Graduate Administrative Program Assistant** | • Graduate student enrolled in the program’s course(s) for credit.  
  • Minimum 3.0 GPA  
  • Limit one Graduate Administrative Program Assistant per workshop.  
  • Student assists with administrative (non-academic) duties (i.e., collecting work, emailing students with announcements, counting heads while traveling between sites).  
  • Duties vary, although it is expected that student spends approximately 15 hours per week during the workshop assisting the faculty director/instructor and the duties will enhance the graduate educational experience. | • Roundtrip air fare: Flight should be lowest-cost round trip flight from United States  
  • Single accommodation during program  
  • Program fee waived  
  • Student pays tuition (may use approved tuition waiver if eligible) and daily incidental expenses. |
| **Graduate Academic Program Assistant** | • Second year or beyond, graduate student, not enrolled in the course for credit.  
  • Student will have academic expertise related to at least one workshop course.  
  • Minimum 3.0 GPA.  
  • Limit one Graduate Academic Program Assistant per workshop.  
  • Student assists with administrative duties as well as academic content, may share small portion of teaching responsibilities with the lead faculty on the program.  
  • Student’s duties must include significant academic responsibilities, beyond duties for Graduate Administrative Program Assistant.  
  • Duties vary by program, with a general expectation of at least 20 hours per week spent assisting the director/instructor during the program, and the responsibilities will enhance the graduate educational experience. | • Up to $1,000 stipend upon successful completion of program, based on workload and/or responsibilities, and length of program.  
  • Roundtrip air fare: Flight should be lowest-cost round trip flight from United States  
  • Single accommodation during program  
  • Program fee waived.  
  • Student pays tuition (may use approved tuition waiver, if eligible) and daily incidental expenses. |