Contracted Faculty of Practice – Pay Information – FALL TERM

To initiate payment for your course we must receive a signed/acknowledged contract.

Contracted Faculty of Practice are paid on a monthly basis, on the 5th of each month. If the 5th falls on a weekend or holiday, payment is made the Friday before.

Payments begin the month after the Term of your course starts. For example, if the Term starts in September, payments begin in October. If the Term starts in November, payments begin in December, etc.

The number of payments you will receive for each course is determined by the number of months the Term of your course runs (according to the “bookend dates” set by the Registrar). For example, if the Term starts in September and ends in December, total compensation is divided into 4 payments. If the Term runs from September to October, pay is divided by 2, etc.

PAYMENT EXAMPLES for Fall Term 2021

Term 1 runs September-October (2 months)
Compensation: $2,400 = 2 payments of $1,200 each, paid in October/November

Term 2 runs November-December (2 months)
Compensation: $2,400 = 2 payments of $1,200 each, paid in December/January

Full Term runs September-December (4 months)
Compensation: $2,400 = 4 payments of $600 each, paid in Oct/Nov/Dec/Jan

PAY DATES for Fall Term 2021
October 5
November 5
December 3
January 5, 2022

Please Note:
Payments for Independent Studies, Mentorships, Internships, etc. are made following completion, by requisition from the Department Chair.

Payroll information is also available on Concordia’s Human Resources webpage:
Payroll - Concordia St. Paul (csp.edu)