**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 October, payments begin in November, etc.

The number of payments you will receive for each course is determined by the number of months the Term of your course spans (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 Semester 2022**

**Full Term** runs September-December (4 months)  
Compensation: $3,000 = 4 payments of $750 each, paid in Oct/Nov/Dec/Jan 2023

**Term 1** runs September-October (2 months)  
Compensation: $3,000 = 2 payments of $1,500 each, paid in Oct/Nov

**Term 2** runs October-December (3 months)  
Compensation: $3,000 = 3 payments of $1,000 each, paid in Nov/Dec/Jan 2023

**PAY DATES for Fall Semester 2022**

October 5  
November 4  
December 5  
January 5, 2023

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