



# College of Public Affairs and Education

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## UNIVERSITY OF ILLINOIS SPRINGFIELD

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Subject: Compensation for Serving as Supervisor/Chair of Master's Thesis, Project, or Equivalent

Category: Compensation

Effective Date: 04/16/2025

Contact: CPAE Administrative Assistant

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### Procedure

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1. While the distribution of CPAE compensation to faculty who serve as supervisor or chair of master's-level closures (theses, projects, or equivalent) is made at the discretion of the Dean as chief executive officer of the college, responsible to the chancellor/vice president for its administration, and as the agent of the college faculty for the execution of college educational policy, it is the recommendation of the College Executive Committee that a structured policy be in place regarding the use of such compensation, according to Article VII, Section 6.C, of the latest CBA with UIS United Faculty.

CBA policy, effective Aug. 16, 2021 through Aug. 15, 2025 states:

Bargaining unit members serving as supervisor/chair of Master's-level Theses, Projects, or equivalent shall receive compensation in the form of one (1) course-release (or the compensation equivalent) per five (5) theses/projects/equivalent. This compensation shall be granted upon successful completion of said theses/projects/equivalent. Projects that are embedded within a course do not count towards the five (5) projects.

See also, Article VII, Section 6.D. There shall be no pyramiding of compensation under this section.

2. In consideration of this policy, the program chair/head/director and faculty members supervising closures are asked to communicate the following:
  - a. Faculty member notifies the program chair/head/director of a student's enrollment in the closure exercise and provides the student name, closure type, and estimated semester for completion. The faculty member should maintain a list of these student advisees.
  - b. The chair/head/director maintains a list for tracking and budgeting purposes, and communicates it to the Dean's Office, if requested.
  - c. Upon completion of a faculty member's supervision of five closure experiences (theses/projects/equivalent), the faculty member and the program chair/head/director

provide the list of completed closure exercises to the Dean's Office by the end of the semester in which this occurs.

3. Compensation will be made as stated in the CBA Policy above, or as updated by the latest occurring CBA. To guide college compensation of "the compensation equivalent" stated in the policy, CPAE faculty may receive \$5,500 or 1/18 of their annual salary, whichever is greater.
4. If a course-release is elected, the faculty member shall provide a brief descriptive rationale to the Dean's Office and follow university procedures to request and report NIA activities as guided by the Provost's Office.
5. A request for either course release or compensation must be submitted within 30 days from the end of any given semester, either fall or spring.

Notes:

*Compensation determined (similarly to independent study per the CBA) at \$275 per credit hour for the five closures.*

*The term "equivalent" in the CBA, where it says "theses/projects/equivalent," refers to graduate closure experiences such as comprehensive exams. These are instances where a faculty member supervises a workflow that is equivalent to thesis or project supervision. This equivalence is deemed reasonable by the faculty member, chair/head/director, and a representative from the Dean's Office.*