

**COLLEGE OF COASTAL GEORGIA
FULL AND PART-TIME FACULTY TRAVEL
AND
PART-TIME FACULTY SALARIES**

Effective Spring Semester 2010

The following guidelines are to be used in determining eligibility for travel reimbursement for faculty and staff traveling to and from instructional sites:

All faculty and staff assigned to the main campus are eligible for mileage reimbursement at the rate of .50 per mile when traveling to off-campus instructional locations (Camden Center, etc.) for teaching, registration, and other official business purposes while using a personal vehicle. Faculty and administrative staff of the Camden Center are eligible for mileage reimbursement when traveling to the main campus to conduct business. These reimbursements will be based on actual travel mileage less commute miles if leaving and returning from the employee's residence. The distance allowable between the main campus and the Camden Center has been established at 40 miles for those employees leaving and returning from campus. There will be no reimbursement for evening meals or lodging for full-time faculty teaching in the evenings at the Camden Center or other off-campus locations.

Part-time faculty who reside in Glynn or Camden counties should have a base institution established. For example, it would be expected that a part-time faculty member from Kingsland would normally be assigned the Camden Center as their base. Part-time faculty traveling to and from their residence to their base institution are ineligible for mileage. In addition, part-time faculty who reside in the same county in which they teach are ineligible for mileage reimbursement. Part-time faculty who are required to travel to and from a site other than their base institution will be eligible for mileage reimbursement at the established rate which is currently .50 per mile. These reimbursements will be based on actual travel mileage less commute miles if leaving and returning from the employee's residence. There can be only one trip per day reimbursed. If more than one class is taught per trip, reimbursement will be only for one class section. This reimbursement will be processed via a completed travel expense statement approved by the appropriate supervisor and submitted to the business office for payment.

Part-time faculty who reside outside of Glynn and Camden counties are not eligible for mileage reimbursement to the main campus or off-campus locations. These faculty members may be eligible for Part-time Salary A if it is determined that no other faculty member is available.

PART-TIME SALARIES

Salary A: A salary of \$850.00* per credit hour will be paid to part-time faculty who meet one of the following criteria: 1) the faculty member has a terminal degree in the discipline; and/or 2) the faculty member has a special distinction that is deemed necessary to teach the course (this may be an extra credential or certification that is mandated by the accrediting body or program needs.

Salary B: A salary of \$600.00 per credit hour will be paid to part-time faculty who hold a master's degree and who lives in Glynn or Camden County. A home base will be established for these faculty members and they will receive travel to a site other than their home base only when required and only one trip per day.

- Part-time salaries will be determined at the start of each fiscal year.