# FACULTY COMPENSATION

<table>
<thead>
<tr>
<th>Position Description</th>
<th>Salary</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>NU Full Professor, Emeritus Full Professors* and NU Professor of Instruction or Practice</td>
<td>$8,000</td>
<td>(15% additional salary with enrollment of 25 to 29 students; 20% with 30 to 34, and 25% with 35 or more students. **)</td>
</tr>
<tr>
<td>NU Associate Professors, Emeritus Associate Professors, NU Associate Professor of Instruction and NU Distinguished Senior Lecturer</td>
<td>$7,500</td>
<td>(15% additional salary with enrollment of 25 to 29 students; 20% with 30 to 34, and 25% with 35 or more students. **)</td>
</tr>
<tr>
<td>NU Assistant Professors, NU Senior Lecturers and NU Assistant Professor of Instruction</td>
<td>$6,500</td>
<td>(15% additional salary with enrollment of 25 to 29 students; 20% with 30 to 34, and 25% with 35 or more students. **)</td>
</tr>
<tr>
<td>NU Visiting Associate and Assistant Professors, NU lecturers, and NU adjunct lecturers</td>
<td>$4,800</td>
<td></td>
</tr>
<tr>
<td>SPS Lecturers (4+ courses), Instructors (NU graduate students) and Visiting/Adjunct Lecturers who have taught at least four courses prior to, but not including, the current summer***</td>
<td>$4,500</td>
<td></td>
</tr>
<tr>
<td>SPS Lecturers, Instructors (NU graduate students) and Visiting/Adjunct Lecturers who will be teaching their first, second and/or third course in the current summer***</td>
<td>$3,750</td>
<td></td>
</tr>
<tr>
<td>Teaching Assistant for discussion sections, labs and grading</td>
<td>$ TBD with Department</td>
<td></td>
</tr>
<tr>
<td>Independent study (per student; maximum of 4 students per term)</td>
<td>$ 500</td>
<td></td>
</tr>
</tbody>
</table>

* Emeritus salaries are based on the salary rate during the faculty member’s final year of full-time active service.

** 15% additional salary with enrollment of 25 to 29 students; 20% with 30 to 34, and 25% with 35 or more students. Enrollment for incentive salary is based on the number of students enrolled in a course based on the Summer Statistics Report. Incentive payments will be included with the August salary payment.

*** Refers to the number of courses taught for SPS and/or the NU Summer Session only.
SUMMER SESSION PAYROLL PROCEDURES

Below are the payroll processes for the handling and distribution of paychecks for the Summer Session. Please review the payroll process below that applies to your faculty. You may direct any questions or concerns to Tracy Nyerges in the Office of Summer Session, (1-3443, tracy.nyerges@northwestern.edu) or Anne Clements, Payroll Coordinator (1-8581, a-clements@northwestern.edu).

Returning Northwestern University faculty, graduate students, and lecturers who teach during the academic year:

- If faculty members wish to adjust their W-4 forms (State and Federal) during the summer months, they must resubmit the forms at the end of the summer. Therefore, two separate sets of forms must be turned into the Payroll department; one set dated 6/1/2018, and the second set dated either 8/1/2018 or 9/1/2018, according to appointment.

- Pay dates are 7/31/2018, and 8/31/2018; the distribution of paychecks follows the same process in the months of July and August of Summer Session. Paycheck information can be viewed online at HRIS self-service. Salaries will be paid in equal monthly installments on the last day of July and August that the faculty member teaches.

New Northwestern University faculty, graduate students, lecturers, and adjunct lecturers who teach only in the Summer Session:

- The following forms (available at HR, 720 University Place, Evanston; Abbott Hall, Room 150, Chicago; www.northwestern.edu/hr/forms) must be hand delivered or sent via regular mail to SPS finance by 5/1/2018. SPS finance will submit the hire forms directly to NU Payroll.
  - W-4 (State and Federal)
  - I-9 Employment Eligibility Verification* (SEE BELOW FOR MORE DETAILS)
  - Human Resources Personal Data form
  - Direct Deposit form
  - DCFS Attestation document

* New faculty must bring proof of eligibility to work in the US with their I-9s. See page 3 of the I-9 for a list of acceptable identifying documents. Their signature on the form must be witnessed by a representative of either HR or your department.

- Please remind new faculty to hand deliver or mail all payroll materials to:

  Northwestern University  
  SPS Finance  
  Wieboldt Hall, Sixth Floor  
  339 E. Chicago Avenue  
  Chicago, Illinois 60611-3008  
  Attention: Claire Maurello

- Pay dates are 7/31/2018 and 8/31/2018. Salaries will be paid in equal monthly installments on the last day of July and August that the faculty teaches.

Summer Session Appointment Letters

- Summer Session appointment letters are emailed to faculty.

- In order to be processed for payroll, your faculty needs to return their signed contracts via email or mail to:

  Northwestern University  
  School of Professional Studies  
  Wieboldt Hall, Sixth Floor  
  339 East Chicago Avenue  
  Chicago, Illinois 60611-3008  
  Attention: Peggy Pajak  
  p-pajak@northwestern.edu
As of January 26, 2010, Northwestern University began participating in E-Verify, an Internet-based system operated by the federal government that allows employers to electronically verify employment eligibility for their employees. All Northwestern University employees hired after November 7, 1986 are required to submit electronic I-9 information and provide the necessary documentation for verification purposes. Even if you previously completed a paper I-9 form, you must still complete the electronic verification process.

Since you are scheduled to teach during the Summer Session 2018, we are requesting that you complete the following E-Verify process.

For detailed instructions, please refer to the ACTIVE EMPLOYEE QUICK SHEET

1) Log into the I-9 Service Center at: https://northwestern.i9servicecenter.com to complete Section 1 of the electronic I-9 form.
   • When you log in, if you cannot remember your NU NetID and Password, or if it is not accepted, you may create a new Username and Password for this website, using the naming conventions specified on the login page. This Username and Password will not replace your existing Northwestern NetID and Password used to gain access to other NU systems.
   • Leave the Start Date field blank.
   • For School/Area, select Professional Studies
   • For Department/Center, select 6402 School of Professional Studies
   • Make sure you read the information in the Digital Signature box and digitally sign the form.

2) Completion of Section 2 of the electronic I-9 form requires you to visit one of our SPS locations and present the required documentation to an SPS e-verify processor. Section 2 must be completed within 3 days of the completion of Section 1. NOTE: Please contact Claire Maurello for I-9 verification instructions for online/remote instructors.
   • You will be required to present original documents.
   • Refer to the information provided on the website to determine which documents you wish to present (i.e. passport, driver's license, Social Security card, birth certificate). You may bring either one document from List A – or two documents (one from List B and one from List C).
   • The processors will access your electronic I-9, record the documentation provided, and complete the verification. Please note: The verification process will take approximately 5 to 10 minutes. Please have Section 1 completed prior to arrival.

In order to be eligible to teach for Summer Session 2018, your electronic I-9 verification must be completed by May 1, 2018.

These SPS e-Verify processors are available at the following locations, during the hours listed:

School of Professional Studies – 405 Church Street, Evanston

Receptionist
405 Church Street – 1st Floor
Please call to book an appointment 847-491-5612
School of Professional Studies – 339 E. Chicago Avenue, Chicago

Claire A. Maurrello
HR Administrator
339 E. Chicago Avenue – Wieboldt Hall - 6th Floor
Available hours: Monday-Friday – 9:00 am – 5:00 pm

Catherine Kauper-Brown
Assistant to the Dean
339 E. Chicago Avenue – Wieboldt Hall - 6th Floor
Available hours: Monday-Friday - 9:00 am – 5:00 pm

Please feel free to contact Claire Maurrello if should you have any questions or need further assistance. She can be reached at (312) 503-1454 or at c-maurrello@northwestern.edu.