

## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

### COMPENSATION FOR DUAL ENROLLMENT TEACHERS

It is the policy of the Clarksville-Montgomery County School System that teachers who serve as instructors for dual enrollment classes that are operated through a partner agreement with a local university shall not receive stipends from that university as compensation for their work on a dual enrollment class during their regularly-contracted day. Only the director of schools or designee is authorized to sign the dual enrollment agreement with the universities.

As compensation for their additional work and the content knowledge required to teach Dual enrollment courses, teachers who teach sections of Dual Enrollment classes will be paid stipends according to the following guidelines:

- Teachers who teach at least one three hour semester class will be paid \$1,500 per semester class. For example:
  - A teacher who teaches ELA 1010 in the Fall and ELA 1020 in the Spring would make \$3,000
  - A teacher who teaches 3 sections of ELA 1010 in the Fall and 3 sections ELA 1020 in the Spring would make \$9,000 (\$4,500 in December and \$4,500 in May)
- Teachers who teach anything above a three hour semester class will be paid \$2,000 per semester class, using the same model as above.
- TCAT Dual enrollment teachers will be paid a flat rate of \$1,500 per year no matter the number of sections, classes, etc. Stipends for TCAT Dual Enrollment teachers will be paid 50% in the first semester and 50% in the second semester.
- Teachers must work the full semester class in order to get paid their stipend.
- Teachers who are Dual Enrollment Facilitators only will not receive a stipend.

Teachers will be paid the stipend in December and May if the stipend timesheet is submitted to payroll by the due dates as stated on the Teacher Calendar. The Director of Curriculum and Instruction along with the Director of Career Technical Education will work with school principals to verify the stipend amounts and they will submit the final stipend paperwork to payroll. If applicable, any money sent to the district from the Universities for Dual Enrollment Courses that is not used for teacher stipends will be sent to each school for use to support their Dual Enrollment Course for that specific teacher.

#### Associated Documents:

#### Revision History:

Date:	Rev.	Description of Revision:
5/17/21		Initial Release
6/16/22		Reviewed, no changes
9/2/22	A	Complete policy rewrite. Began paying stipends to teachers who teach dual enrollment sections for retention purposes.

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12/9/22

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Added stipend guidelines from Business Affairs.