1. Does the specific course need to be offered at this time (alternatives are unavailable)?

2. Will forecasted enrollment in SCHs cover 80% of the total cost of offering the course (wages and travel stipend)?

3. Can the course be offered via technology (interactive TV or distance education)?

4. Are there instructors either within Cascades or the local community that can teach the course (with approval from the home unit)?

Minimize Travel Time and Expenses Through Course Scheduling:

- Single day per week
- Mid-day time
- Friday-Saturday intensive (3 weekend)
- Avoid Winter Term

Salary per Course Is Based Upon Attained Graduate Degree:

- Terminal Degree (PhD, JD, BFA)-- $3500
- Masters Degree (MS, MBA)-- $3000/course

Travel Stipend:

- Friday-Saturday intensive or one week (daily meeting) summer courses-- $700
- Executive, 3-weekend format-- $1500
- Two week daily meeting summer courses-- $1500
- 11 week term-- $2500

Notes:
1. This is the guideline for decision making. There is some flexibility for unique situations.
2. If a local instructor is identified, it is fine to offer the OSU faculty interested in teaching in Bend the opportunity, but the travel stipend will not be available.

- Beginning in 2011, Dr. Becky Johnson has funds to support more Corvallis faculty teaching on the Bend campus so the travel stipend was made available even if local instructors were available.

1. A Corvallis GTA must have their current position description expanded by their department to teach as an adjunct for Cascades. A graduate student that is not a GTA can be hired as an adjunct for Cascades.

* Home-to-office travel isn’t reimbursable per OSU/State of OR and any faculty member who lives in/near Corvallis must have a current appointment at OSU/Corvallis in order to potentially be reimbursed for travel to/from Bend for any job duties @ OSU-Cascades.