

Extra Compensation and Extraordinary Pay

Policy number: 2.8

Policy section: Academic Affairs

1. Definitions

Definitions of capitalized terms are set forth in Appendix A.

2. Policy Statement

It is the policy of the University that faculty and academic administrators who hold Full-Time Appointments at the University have Full-Time Commitment to the University. These persons can receive extra compensation from the University only as indicated below.

3. Purpose

The purpose of this policy is to outline extra compensation that is allowed or not allowed under this policy and that requires the approval of the Provost.

4. Extra Compensation Parameters

Extra compensation refers to any payment in addition to a faculty member's Full-Time Base Salary for a 9-month scope of work. Faculty on regular (9-month) Full-Time Appointments are eligible for a maximum of 50% of their Base Salary each year, and Faculty on Full-Time Appointments of 12 months are eligible for a maximum of 17% of their Base Salary each year. This extra compensation can come from any, or any combination, of the following: externally funded research (if allowable under the terms of the grant/contract), internally funded research, teaching (e.g., overload, Intersessions, executive education, online teaching, etc.), or expanded service that carries compensation (see 2.8.5 below). The twelve-month eligibility window for faculty on 9-month contracts consists of the fall-spring academic term followed by the subsequent summer. Full-time faculty on research or other leave types are not eligible for extra compensation for teaching of any kind during their leave. Exemptions under extraordinary circumstances may be made only through Provost approval.

5. Expanded Service Responsibilities

All extra compensation for expanded service responsibilities is considered part of the calendar-year calculation.

Tenured and tenure-track faculty are not eligible to receive extra compensation for service duties, unless well in excess of contractual expectations (see Policy 2.11 Faculty Workload and Compensation). For example, student support activities such as supervising graduate students

independent studies, proctoring exams, or service on departmental, school, and university committees or editorial review boards are considered normal service activities and are typically not eligible for extra compensation. All extra compensation for such service requires the approval of the faculty member's home department/unit, Dean, and Provost.

Professional and Teaching faculty members who are asked to do significant service beyond baseline service are eligible to receive extra compensation for service duties when service is beyond responsibilities as specified either in their contract or in the workload guidelines for their unit. Professional and Teaching faculty members who are asked to perform expanded service duties should optimally have released time from the twelve-credit hour teaching load per semester to perform that service instead of receiving extra compensation.

6. Extraordinary Pay

Extraordinary pay exceeds Base Salary in a calendar year, as defined by the combined contractual Full-Time Base Salary plus up to 50% of Base Salary for faculty on 9-month contracts and up to 17% of Base Salary for faculty on 12-month contracts in a given year, whether for service, research, or teaching. All extraordinary pay requires additional review and pre-approval by the Provost. Some examples prompting extraordinary pay approval are contractual and subject to Dean and Provost pre-approval (e.g., administrative stipends, relocation expenses, start-up packages, retention offers, etc.).

Extraordinary compensation that exceeds these maximum thresholds requires approval by the Provost. At the end of each academic year, Deans must report to the Provost on all Extraordinary Compensation that exceeded the maximum threshold.

7. Other Considerations

Administrative Stipends/Reduced Teaching and Course Overloads. It is generally understood that Full-time Faculty who receive reduced teaching loads for research and/or administrative duties do not teach overloads for extra compensation. Although occasionally their technical expertise may be necessary to teach an additional course, Deans will be expected to provide a rationale for --and obtain prior approval --for the faculty member's involvement in such teaching and include this in the report to the Provost.

8. One-Time Merit Performance Bonuses or Other One-time Payments

One-time merit performance bonuses can be granted as part of the normal merit annual review process. Granting a bonus outside of the annual merit performance review process requires advance consultation and written approval by the Provost's Office. Other one-time payments can include internal and/or external research, teaching and service awards.

9. Questions

Questions regarding this policy should be directed to the Office of the Provost.

Appendix A: Definitions

“Base Salary” refers to the salary paid to faculty on a Full-Time Appointment on 9-12 month contracts. Base salary does not include benefits, bonuses, or extra compensation.

“Full-Time Appointment” refers to the full-time workload as described in Policy 2.7 Faculty Workload and Compensation. It generally refers to a 9-month scope of work that follows the academic year (mid-August to mid-May). In some cases, due to the higher education landscape, the 9-month scope of work can be performed with flexibility across 10-12 months, with some responsibilities shifting into summer months.

“Full-Time Commitment” refers to the agreement laid out in Policy xx.xx Conflict of Commitment.

“Full-Time Base Salary” refers to faculty salaries that are calculated on a standard academic year scope of work (typically 9 months). External reporting converts all faculty salaries to a 9-month equivalent as the Base Salary. For faculty on longer contracts with higher salaries associated with an extended scope of work (e.g., 10-, 11-, 12-month) such as faculty administrators or research professors, Base Salary refers to the 9-month calculated equivalent.

“Professional and Teaching Faculty” refers to all faculty who are on non-tenure line contracts.

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