

## **Extra Compensation**

**Policy number:** 2.8

**Policy section:** Academic Affairs

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### **1. 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 during the months that they are under contract. These persons are not entitled to extra compensation from the University for services performed for the University except as indicated below.

### **2. Purpose**

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

### **3. Supplementary Pay**

Supplementary pay covers payments in addition to a faculty member's nine month contract for teaching, research, or administrative effort that is usually conducted outside the regular academic year. A faculty member on a nine month appointment may receive up to three months of supplementary pay in any fiscal year. For example, a faculty member with external funding may elect to charge up to three months (33.3%) of their academic salary to grants and contracts. Others may receive a one or two month summer stipend at one-ninth of the previous academic year salary per month as part of a contract. Faculty may also receive supplementary pay for teaching during the summer sessions.

### **4. Extraordinary Pay**

Extraordinary pay covers payments for effort that is above and beyond normal work schedules. In other words, extraordinary pay is in addition to the nine month academic year salary plus the supplementary pay discussed above or in addition to a twelve month academic year salary. Such exceptional compensation does require specific approval by the Provost except for the following activities:

- a. Service as departmental chair or director of a center, program, institute, etc.
- b. Teaching in executive education programs.
- c. Teaching in the Intersession programs.
- d. Teaching or participating in the Graduate Liberal Studies programs.

- e. Teaching in SMU Global and Online programs.
- f. Awards or prizes such as “Teacher of the Year Award.”

Intersession, executive, and continuing education teaching is to be regarded as extraordinary only to the extent that participation is over and above regular teaching loads. Any other cases of extraordinary pay, including pay for overload teaching, either within a faculty member’s home school or for service in another school, requires the approval of the Provost.

## **5. Service Responsibilities**

Tenured and tenure-track faculty are not eligible to receive extra compensation for service duties, unless well in excess of contractual expectations. 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.

Non-tenure track faculty members who are asked to do service are eligible to receive extra compensation for service duties when service is not part of the responsibilities specified in their contract. Non-tenure track faculty members who are asked to do significant service should have released time from the twelve credit hour teaching load to perform that service instead of receiving extra compensation.

## **6. Performance Bonuses**

Performance bonuses granted as part of the normal merit annual review process are allowed. Granting a bonus outside this process will require advance consultation and written approval by the Provost’s Office.

## **7. Questions**

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

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**Revised:** December 16, 2019

**Adopted:** June 1, 1994