

Extra Compensation and Extraordinary Pay

2.8

Academic Affairs

1. Definitions

Definitions of capitalized terms are set forth in Appendix A.

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.

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.

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-

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.

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

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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.