

## Guidelines Related to Additional Compensation

The financial cost of the COVID-19 crisis and the expected significant budget shortfall will require us to look at our expenses very carefully. Effective immediately, the following guidelines related to additional compensation will be enforced. These guidelines will supersede the previous guidelines dated 12/17/2019 and will apply to any request for additional compensation using internal funds irrespective of the source of funding including revenue sharing accounts. Externally funded activities are not subject to these guidelines.

For the purposes of this communication, additional compensation is defined as any compensation paid to faculty or staff by the University in excess of the base salary for full-time appointment.

1. Additional compensation must be approved by the Department Chair, the Dean, the Provost or Designee and the Office of Human Resources **prior** to the start of any extra duties. **Starting immediately, the University will not approve additional compensation retroactively. If the request is received by the Provost's office after the commencement of the work, it will be denied.**
2. Stipends for long-term administrative appointments such as directorship of centers or other large programs should only be paid following an approved and signed contract. Contracts must be accompanied by an up-to-date position description. Effective immediately, new contracts or renewals must be approved by the Provost.
3. Faculty receiving course workload reductions may not receive additional compensation for course overload. If it becomes necessary for a department to assign a faculty member, who has been given one or more course releases, to teach an additional face-to-face or online course, the previously approved course release and/or the tasks associated with the course release should be postponed to a later semester and course load adjustments should be made without additional compensation.
4. The following tasks are considered part of normal faculty member's individual or shared (e.g. committees) responsibilities and expectations and should be reported as service activities as appropriate. These activities are generally not eligible for additional compensation.
  - a. Development of program objectives or outcomes;
  - b. Coordination and/or execution of course or program assessment;
  - c. Work performed in preparation for program or college/school accreditations or AQAD reviews;
  - d. Development of student or faculty handbooks and other departmental or college guidelines; and
  - e. Work related to course or curriculum revisions

5. Except in exceptional cases approved by the Dean and the Provost, coordination or advising work related to majors, minors, concentrations, options, tracks, or other programs are not eligible for additional compensation. Colleges/schools and departments should strive to balance advising loads within and across programs including interdisciplinary programs.
6. Additional compensation related to development of new courses for online delivery will only be approved if the course meets a specific need with anticipated high enrollment or is a required (not elective) course in a fully online program. Any new course development with additional compensation must be approved by the Chairperson, the Dean and the Provost before commencement of work. Faculty are expected to update their courses, including online courses, on a regular basis. No additional compensation will be paid for updating or redeveloping a course.
7. Support for summer research using internal funds should only be made through university-wide competitive programs, other programs approved by the Provost, as part of start-up packages, or by use of an investigator's own research support funds in accordance with policy ACA-027. Colleges/schools and departments may not provide stipends for summer research irrespective of the source of internal funding unless they have explicit approval from the Provost.