Full-time Faculty Additional Compensation Guidelines - Non Research

Board of Trustees: Additional Compensation Policy and Guidelines [T01-012]

Faculty on full-time appointments are expected to serve the University through a mixture of teaching, research, scholarship or creative activity, outreach and professional service, and University service, consistent with the mission of the campus, school or college, and unit in which they are appointed. The obligations of full-time faculty should be based on the optimal use of individual and collective effort to fulfill the mission of the department and campus, regardless of the nature of or source of revenue for those activities.

The responsibilities of full-time faculty increasingly encompass activities beyond the traditional expectations of teaching on campus, pursuing a research program, and engaging in public service and serving on committees. The expansion of corporate and continuing education, distance learning, and multi-campus program offerings as core components of the University’s mission, and the growth of commercial ventures, economic development activity, and externally funded research throughout the University, require faculty, departments, and administrators to be flexible and creative in defining faculty responsibilities and allocation of effort in support of the University’s mission. To the extent possible, and in accordance with applicable collective bargaining agreements, the University should incorporate these activities into the standard workload of faculty. However, faculty may also receive additional compensation for such activities.

The President shall issue Guidelines to implement this policy.

UMass Dartmouth Guidelines

Definitions

1. Institutional Base Salary (IBS)
   IBS is the annual compensation paid by an Institute of Higher Education (IHE) for an individual’s appointment, whether that individual’s time is spent on research, instruction, administration, or other activities. IBS excludes, among other things, any income that an individual earns outside of duties performed for the IHE, fringe benefit payments, reimbursed expenses, and temporary supplemental compensation for incidental work. IBS may or may not include additional payment for administrative duties per UMass Dartmouth written policy.

2. Additional Compensation
   Additional compensation is defined as any compensation paid to faculty by the University in excess of the base salary for full-time appointment.
Types of Supplemental Payments

There are three types of compensation: Payments for long-term administrative duties; stipends received as recognition; and additional compensation for short term duties not in the faculty appointment requirements.

1. **Payments for Long-term Administrative Duties:** Stipends for long term administrative duties are temporarily added to the base pay as a salary supplement. The supplemental pay is included in base salary for purposes of benefit calculations but is not included in base for calculation of raises with the exception of the department chair stipend. The supplemental pay is removed from the base once the additional duties are no longer performed. Long term administrative appointments are those issued for at least one calendar year, including some summer effort. Appointments such as Department Chair, Center Director, Program Director, and some Interim Administrative positions are included in this category.

2. **Stipends for Recognition Awards:** Stipends in recognition of outstanding work are paid in lump sums. These stipends are not included in base pay and are not included in the calculation of the cap on additional compensation. These stipends are paid as bonus or awards. An example in this category is the Provost Excellence in Teaching Award.

3. **Additional Compensation:** Payments for extra duties assigned that are clearly in addition to regular duties and paid outside of base pay are considered "additional compensation". Extra duties paid as additional compensation include but are not limited to summer research activities, special projects in support of accreditation, College needs, additional assignments written into a sponsored project and approved by the sponsor, service as a musician or speaker at an event, and course overload. Duties that are considered part of regularly assigned duties are: service responsibilities, academic year research duties including as a grant recipient, curriculum development, other scholarly activities, and teaching courses other than course overload.

Conditions and Requirements

Faculty members of the University of Massachusetts on full-time appointments may receive additional compensation under the following circumstances and conditions:

1. Additional compensation must be approved by the Department Chair, Dean, Provost or Designee and the Office of Human Resources prior to the start of any extra duties

2. Board of Trustees Policy T01-12 limits the amount of additional compensation that can be earned to 33% of the faculty base salary. The approval of the Provost and the concurrence of the Chancellor are required for a faculty member to continue to receive additional compensation in excess of 33 percent of the base annual salary
3. No faculty member may accept additional duties or additional compensation that would bring him or her into conflict with Chapter 268A of the General Laws (the ethics statute).

4. Any activities undertaken for additional compensation may not interfere with a faculty member’s satisfactory disposition of his or her regular assignments and responsibilities.

5. Faculty may engage in as much extra activity for additional compensation as is consistent with maintaining a satisfactory disposition of their full-time obligations to the University, as defined and monitored by the department chair and the dean of the school/college. It is the responsibility of the department chair and the dean to ensure that faculty are meeting their full-time obligations to the institution in a satisfactory way.

6. Additional compensation that includes course load reduction as all or part of the compensation for a full-time faculty member to perform administrative duties must be approved by the provost. Faculty must teach at least one course per semester (UMass Dartmouth Policy on Course Buy-Outs ACA-025).

7. Courses for which additional compensation is requested must meet minimum enrollment requirements.

8. Course overload in excess of one course per semester, including University Extension courses, must have approval of the department chair and dean.

9. Faculty members must have a full teaching load in order to receive additional compensation for teaching course overloads.

   Faculty receiving course workload reductions may not receive additional compensation for course overload unless approval by the department chair, dean and provost is received prior to teaching the course.

Procedures

1. **Supplemental Pay**
   a. All requests for supplemental pay to faculty must be approved by the Office of the Provost prior to submission to the Office of Human Resources.
   b. Course overloads and other additional duties may only be assigned by the faculty member’s supervisor and dean. If the assignment is in a different college or unit, approval is by the dean or supervisor of the other unit in consultation with and approval of the faculty’s chair and dean.
   d. A full description of the services to be provided must be included in the request.
e. An explanation/justification of why the duties are not part of the faculty member’s responsibility is required.

f. Any course reductions being approved as part of the compensation for the additional work must be indicated as well as any other course reductions provided for other services.

2. **Long Term Appointments:**

To the extent possible, all qualified faculty members will be made aware of opportunities for long term appointments. Each long term appointment will have a written job description including required qualifications.

   a) Long term appointments, such as Department Chair and Program Director, specified in the Faculty Federation contract will be processed in accordance with the contract terms.

   b) Other long term appointments, such as Center Director, Director of the Honors Program, University Studies Director, are made through appointment letters.

   c) Requests for payment related to a long term appointment to be added to base pay must be approved by the Office of the Provost prior to requesting an appointment letter from the Office of Human Resources.

   d) A draft appointment memo along with a job description should be submitted to the Office of the Provost for approval prior to submission to the Office of Human Resources.

**Implementation**

These guidelines are effective July 1, 2018. Contracts signed prior to July 1, 2018 will remain valid until the end date and any corrections to treatment of supplemental pay as base or as additional compensation will be made at time of renewal.