

Additional Compensation Guidelines - Non Research

Purpose

The responsibilities of full time faculty increasingly encompass activities beyond the traditional expectations of teaching on campus, pursuing a research program, engaging in public service and serving on committees. Accordingly, the purpose of these guidelines is to provide guidance on treatment of additional payments as additional compensation or supplements to institutional base salary.

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 campus written policy.

2. Additional Compensation

Additional compensation is any compensation paid to faculty in excess of the base salary.

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 individual job description.

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 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 year, including some summer effort. Appointments such as Department Chair, Center Director, Program Director, and some Interim Administrative positions are included in this category.

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.

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, development of new programs, 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, other scholarly activities, and teaching courses other than course overload.

Implementation and Guidance

These guidelines become effective July 1, 2016. Contracts signed prior to July 1, 2016 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. 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. Requests for additional compensation must be made using the Faculty Additional Compensation Form which can be accessed through the [HR portal](#). Course overloads and other additional duties may only be assigned by the faculty member's supervisor, dean or a supervisor of another unit with consultation and approval of the dean.

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.

Long term appointments are made through appointment letters. 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. A draft appointment memo should be submitted to the Office of the Provost for approval prior to submission to the Office of Human Resources.