

Policy Title: Extra Compensation Policy

Policy Summary: Guidelines for extra compensation for faculty members for supplemental activities.

Policy Category: Academics

Policy Owner: Academics

Policy Summary

Guidelines for extra compensation for faculty members for supplemental activities

Purpose

To provide guidance and policy for compensation for faculty activities beyond regular workload responsibilities

Scope

All faculty who engage in activities beyond their regular workload responsibilities

Policy

It is in the interest of the University that faculty members participate in certain professional activities beyond their regular responsibilities. In many instances, it is both necessary and proper that the individual receive extra compensation for such supplemental activities. These supplemental activities include:

- a. Consulting, performing, and similar professional activities when compensation for them is received from a source other than the University,

The University imposes no limitation on the amount of activity or compensation in from outside sources as long as such work does not interfere with the full and effective performance of the individual's regular responsibilities to the University.

- b. Participation in activities beyond the regular responsibilities of the faculty member when compensation for them is received from the University. In such cases:
 1. If the work is of a continuing nature, every effort should be made to make fractional appointments as part of the regular appointment of the faculty member.
 2. In the case of non-continuing work, the Dean responsible for the faculty member's regular appointment should approve the extra compensation in advance of the work.
 3. Consideration of requests for extra compensation should take into account the reasonableness of the rate of extra compensation, the terms of the applicant's regular appointment, the amounts of previous compensation during the year and

the importance to the University of the particular activity. The general policy should be to impose no limitation on extra compensation so long as the activities for which it is paid do not interfere with the full and effective performance of the individual's regular responsibilities to the University.

4. Points 1, 2, and 3 include, but are not limited to, activities outside the regular responsibilities of the faculty member when such activities are performed for a part of the University other than the part to which the faculty member's regular appointment applies.
5. Normally, faculty may not receive extra compensation for teaching a degree course on campus except for summer school teaching by nine-month appointees. In exceptional circumstances, extra compensation may be approved by the Dean with the concurrence of the Provost for teaching credit hours in excess of the normal "teaching load," including overloads due to course releases. The rate of compensation for academic year overloads shall be equal to the rate of compensation for adjunct instruction in the college of instruction. Approval is granted for academic year teaching overloads using the Faculty Academic Year Teaching Overload Request Form, available in the Applicable Resources section of this [page](#).

Faculty and staff members whose regular responsibilities do not include teaching (e.g., librarians) may, with approval of the appropriate supervisor, Dean, and Provost, receive extra compensation for teaching if such teaching does not interfere with the full and effective performance of their regular responsibilities to the University. For non-exempt staff members, the teaching must occur outside of their normal working hours. Approval is granted for staff and non-teaching faculty teaching overloads using the Staff and Non-teaching Faculty Teaching Overload Request Form, available in the Applicable Resources section of this [page](#).

6. Extra compensation from grants or other sponsored programs is governed by the Federal Office of Management and Budget, specifically 2 CFR200.430. The regulations do not allow compensation over and above a faculty members institutional base salary unless specifically approved by the funding agency in advance. Faculty who are contracted for nine months can receive compensation for summer work not to exceed their institutional base salary rate. For additional information, contact the Director of Sponsored Programs Administration and Research Compliance.

Last Review Date: December 2021

Effective Date: November 2016