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Division of Human Resources
 Personnel
 Payroll
 Labor Relations

To: Deans, Directors and Department Heads

Date: January 17, 2002

From: John Cunningham, Deputy Provost
 Juan Jarrett, Assistant Vice-Chancellor for Human Resources

RE: Additional Compensation for Faculty

Last year the University and the MSP agreed upon, and the University's Board of Trustees adopted, a new additional compensation policy for faculty under Doc. T01-012 and rescinded T86-087. We are pleased to issue the revised policy, guidelines, processing instructions and a form for the payment of additional compensation to faculty.

Under the new policy, faculty can earn up to 33% of their base annual salary from additional compensation in a given calendar year contingent upon written approval from their department head and dean, and may earn in excess of 33% with the approval of the dean and provost. Previous restrictions of 10% (academic year appointments) or 12% (calendar year appointments) and separate considerations for summer additional compensation have been eliminated.

In essence, there is now one policy, one set of procedures, and one authorizing form covering all types and sources of additional compensation for faculty including: teaching (either overload or regularly scheduled courses through the Division of Continuing Education), outreach, administrative duties, and research.

The campus Guidelines took effect on December 30, 2001 which is the begin date for the first pay period in calendar year 2002.

The new Additional Compensation Form for Faculty is available to departments on the Human Resources website: <http://www.umass.edu/humres/> in the section labeled "Forms & Templates."

It should be noted that the policy and guidelines for paying additional compensation to professional staff have not changed and are still governed by Doc. T94-023.

Questions concerning the additional compensation policy for faculty may be directed to Donna Marino, Director of Academic Personnel, Provost's Office, dmarino@provost.umass.edu, 545-2554. Questions concerning the payment of additional compensation should be directed to the Payroll Office, 545-6119.

Enclosures: Policy T01-012
 Guidelines
 Processing Instructions
 Additional Compensation Form