

Summer Additional Compensation Form
for Academic Year Faculty
University of Massachusetts – Amherst

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The purpose of this form is to grant approval and authorize payment for additional compensation for faculty members who have academic year (9-month) appointments during the period between commencement and August 31. refer to the Additional compensation Policy and guidelines on the reverse side of this form. Submit the completed form to the Division of Human Resources.

SECTION A: To be completed by the Funding Department

Faculty Name _____ Faculty Title _____

Home Dept. Name _____ Funding Dept Name _____

Appointment Period From: _____ To: _____

Recommended Bi-Weekly Ad Comp \$ _____ X _____ Total Recommended Ad Comp \$ _____
of biweekly
payperiods

Current Annual Salary (FTE) \$ _____

Funding: HR Combo Code _____	Fund _____	<u>Type of Funds</u> Federal/State Grant/Contract NSF Private Grant/Contract Other
Dept ID _____	Project/Grant _____	
_____ Principal Investigator Signature		
1. Is total summer additional compensation expected to exceed 33% of annual salary? If yes then NO effort may be budgeted or charged to federal or state grants/contracts during the summer period (Attach copy of award page).	Yes	No
2. Does total additional compensation for the calendar year from all sources exceed 33% of annual salary? If yes then approval of the Provost, with the concurrence of the Chancellor, is required.	Yes	No

Description of Services:

APPROVED BY:

Department Head/Director Date Dean/Vice Chancellor Date

Form Prepared By: _____ Email: _____ Phone# _____ Date: _____

SECTION B: To be completed by the Home Department

Additional Compensation for this faculty member is: APPROVED DISAPPROVED

Department Head/Director Date Dean/Vice Chancellor Date

SECTION C: To be completed by Human Resources and Controller's Office

HR Use Only				
CONTROLLER USE	Acct Cd	Amt	Date	By

University of Massachusetts - Policy on Additional Faculty Compensation

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 these activities.

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. The expansion of corporate and continuing education, distance learning, and multi-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

University of Massachusetts – Amherst - Additional Faculty Compensation Guidelines

Conditions and Requirements

Faculty members of the University of Massachusetts may receive additional compensation under the following circumstances and conditions:

Conditions and Requirements

- Any activities undertaken for additional compensation may not interfere with a faculty member's satisfactory disposition of his or her regular assignments and responsibilities.
- Faculty may engage in as much extra activity for additional compensation as is consistent with maintaining a satisfactory disposition of their 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 regular obligations to the institution in a satisfactory way.
- Additional compensation for federally-funded research must be consistent with federal rules and regulations and is limited to 33% of annual base salary. NSF research is limited to 2/9ths of the faculty member's annual base salary.
- Faculty may receive additional compensation for privately-funded research at rates negotiated and budgeted with the research sponsor (attach budget page from award).
- When the additional compensation received by a faculty member exceeds 33 percent of the base annual salary during the summer period, all of the following criteria must be met:
 1. All grants must be private sourced and not connected with any Federal or State flow-through or matching commitments.
 2. Faculty member has no effort budgeted or charged to Federal, Federal Pass-Through or State grants during the summer period.
 3. Copy of award page evidencing budget and/or approval of rate of pay must be provided.
- Rates of pay for teaching or related services (such as course development) are established by the unit sponsoring the programs with the approval of the Chancellor or President (as appropriate).
- 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 (ethics statute).
- The written approval of the department chair and the dean are required before a faculty member may engage in any activity for additional compensation.
- A faculty member may earn up to 33% of his or her then base annual salary from additional compensation in a given calendar year. Exception: NSF research is limited to 2/9ths of the faculty member's then current salary within each calendar year.
- When the additional compensation received by a faculty member exceeds 33 percent of the base annual salary during the summer period, the Dean and Provost shall review the faculty member's commitments to ensure that the faculty member is satisfactorily performing his or her regular obligations. If the Dean and Provost determine that the faculty member is not satisfactorily performing his or her regular obligations, the faculty member must reduce his or her additional commitments accordingly.
- The approval of the Provost, with the concurrence of the Chancellor, is required for a faculty member to continue to receive additional compensation in excess of 33 percent of his or her base annual salary.
- Additional compensation can be paid from state AA monies, trust funds, grants and contracts. The availability of certain funds may need to be verified and approved prior to the processing of the additional compensation payment by Human Resources.
- The Additional Compensation Form for Faculty must first be completed (Section A) and signed by the department that is funding the additional service provided by the faculty member. The signature of the Principal Investigator and the Principal Investigator's supervisor (not less than the Department Chair) are required when applicable. The faculty member's home department reviews the request and fills out Section B of the form. Once the form has been completed and approved by all parties, it should be submitted to Human Resources.