



**Academic Year Additional Compensation Form**  
(for Academic Year Faculty only)

University of Massachusetts – Amherst

EmplID \_\_\_\_\_ Rcd \_\_\_\_\_

This form is to be used to grant approval for participation in and payment of additional compensation for faculty. The Additional Compensation Policy (T01-12) and Amherst campus guidelines appear 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**

Employee Name \_\_\_\_\_

Faculty Title \_\_\_\_\_

Home Dept Name \_\_\_\_\_ Funding Dept Name \_\_\_\_\_

Appointment Period From \_\_\_\_\_ To \_\_\_\_\_

Recommended Bi-Weekly Ad Comp \_\_\_\_\_ X  $\frac{\text{# of biweekly payperiods}}{\text{# of biweekly payperiods}}$  = Recommended Total Ad Comp \_\_\_\_\_

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			
<p><i>* Additional compensation funded by federal sources is only allowed in unusual circumstances for consultation across departmental lines if work is performed in addition to regular department load and such agreement is specifically provided for in the agreement or approved in writing by the sponsoring agency (attach copy of award page).</i></p> <p><i>** Faculty may only receive additional compensation from private sources when no effort is budgeted or charged to federal or state grants and contracts during the academic year. (Attach copy of award page)</i></p>			

Description of Services:

APPROVED BY:

\_\_\_\_\_ Date \_\_\_\_\_ Dean/Vice Chancellor \_\_\_\_\_ Date \_\_\_\_\_

Form Prepared by: \_\_\_\_\_ Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

**SECTION B: To be completed by the Home Department**

Additional Compensation for this faculty member is:    APPROVED    DISAPPROVED

\_\_\_\_\_ Date \_\_\_\_\_ Dean/Vice Chancellor \_\_\_\_\_ Date \_\_\_\_\_

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

**HR USE ONLY**

<b>CONTROLLER USE</b>	Acct Cd	Amt	Date	By
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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:

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.

Faculty may receive additional compensation from privately-funded research during the academic year period if all of the following criteria are met:

1. All grants must be private sourced and not connected with any Federal or State flow-through or matching commitments.\*
2. Additional compensation must be negotiated and budgeted with the sponsor (attach budget page from award).
3. Faculty member has no effort budgeted or charged to Federal, Federal Pass-Through or State grants during the academic year period.
4. Work must be performed outside of regular duties.

\*Exceptions may be granted for consultation across departmental lines if work is performed in addition to regular department load and such agreement is specifically provided for in the agreement or approved in writing by the sponsoring agency( attach copy of award page).

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 in a given calendar year, 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 .