

ADDITIONAL FACULTY COMPENSATION GUIDELINES

I. DEFINITIONS

With respect to the Policy on Additional Faculty Compensation, the following words shall have the following meanings:

- A. Additional compensation is defined as any compensation paid to faculty by the University in excess of the base salary. Additional compensation may be paid to faculty for outreach and teaching activities administered, sponsored, co-sponsored, or conducted through the University; additional administrative duties or special appointments; and extramurally-funded research.
- B. Outside consulting or other outside remunerated services of a professional nature are subject of the Policy on Faculty Consulting and Outside Activities (Doc. T96-047).
- C. A Faculty Member is an employee of the University whose principal title is Lecturer, Instructor, Assistant Professor, Associate Professor, or Professor, and any other University employee whose principal duties consist of teaching, research, and/or service/academic outreach.

II. CONDITIONS AND REQUIREMENTS

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

- A. Any activities undertaken for additional compensation may not interfere with a faculty member's satisfactory disposition of his or her regular assignments and responsibilities.
- B. 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 obligations to the institution in a satisfactory way.
- C. Additional compensation for federally-funded research must be consistent with federal rules and regulations.
- D. Faculty may receive additional compensation for privately-funded research at rates negotiated with the research sponsor.
- E. 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).
- F. 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 campuses shall establish rules and procedures to implement this policy, including provision for appeal and resolution of conflicts. Campus rules and procedures must receive the approval of the President.

III. PAYMENT CONDITIONS & REQUIREMENTS

- A. The written approval of the department chair and the dean are required before a faculty member may engage in any activity for additional compensation.
- B. The Additional Compensation Form for Faculty is to be used to grant prior approval for a faculty member to participate in an additional compensation activity. The completed form must be submitted to the Division of Human Resources not less than ten (10) working days before the start of the additional compensation activity.
- C. 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.
- D. Whenever 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 assignments and obligations. If the Dean and Provost determine that the faculty member is not satisfactorily performing his or her regular assignments and obligations, the faculty member must reduce his or her additional commitments accordingly.
- E. 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.
- F. 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.

IV. INTERPRETATION & EVALUATION

The President shall periodically review this policy and the scope, nature, and levels of additional compensation on each campus.

V. APPEALS

A faculty member may request in writing to the Provost, a review of any decision his or her Department Head/Chair made to withhold approval of additional compensation. If the Provost does not approve the additional compensation, he or she will transmit a written explanation to the faculty member. If the disagreement persists, the faculty member may appeal the matter to the Chancellor. The decision of the Chancellor shall be final within the University.

VI. OTHER POLICIES

As noted above, additional compensation activities may involve other University policies such as the *Policy on Faculty Consulting and Outside Activities* (Doc. T96-047, rev. 2/7/01), and Massachusetts General Laws, Chapter 268A (ethics statute). Faculty members should refer to these as necessary.