

Additional Compensation Guidelines

A. Academic Year Additional Compensation Paid to Academic Year Faculty

1. Additional compensation paid during the academic year appointment period is allowed only from private sponsors if no effort is charged or budgeted to federal, federal pass-through and/or state sponsors during the academic year. In unusual circumstances, additional compensation for consulting across department lines is allowed on federal and state grants “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.” Copy of award page is required to be submitted with additional compensation form for these unusual circumstances.
2. Additional compensation paid from private sponsors must be evidenced by negotiated rates in the award. Copy of award page is required to be submitted with additional compensation form.
3. Additional compensation must be approved within 90 days of when work was performed. Exceptions may be granted for delayed receipt of funding.
4. The approval of the Provost, with the concurrence of the Chancellor, is required for a faculty member to receive additional compensation in excess of 33% of base annual salary during a calendar year.
5. Academic year additional compensation paid to academic year faculty will be charged to account code 715400.

B. Additional Compensation Paid to Calendar Year Faculty

1. Additional compensation paid to calendar year faculty is allowed only from private sponsors if no effort is charged or budgeted to federal, federal pass-through and/or state sponsors during the calendar year. In unusual circumstances, additional compensation for consulting across department lines is allowed on federal and state grants “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.” Copy of award page is required to be submitted with additional compensation form for these unusual circumstances.
2. Additional compensation paid from private sponsors must be evidenced by negotiated rates in award. Copy of award page is required to be submitted with additional compensation form.
3. Additional compensation must be approved within 90 days of when work was performed. Exceptions may be granted for delayed receipt of funding.

4. The approval of the Provost, with the concurrence of the Chancellor, is required for a faculty member to receive additional compensation in excess of 33% of base annual salary during a calendar year.
5. Additional compensation paid to calendar year faculty will be charged to account code 715400.

C. Summer Additional Compensation Paid to Academic Year Faculty

1. Summer period is defined as three months for nine month faculty, beginning the day after commencement through August 31st.
2. Faculty engaging exclusively in privately sponsored activities during the summer can earn additional compensation at the annual salary rate of 33% (3/9th of the annual salary) if they work 100% of the summer and do not intend to take vacation or engage any other activities that are not directly attributable to the funding source.
3. NSF limits summer additional compensation to 2/9^{ths} of annual salary.
4. Faculty engaging in federal and/or state grants and contracts during the summer are limited to 27.48% of base annual salary as total additional compensation during that same summer period. The summer additional compensation may include mixes of federal, state and/or private not to exceed a total of 27.48% of annual salary. The maximum biweekly salary rate paid during the summer period for faculty engaged in federal and state grants is equal to the annual bi-weekly salary rate divided by 79.17%.
5. Faculty engaging exclusively in privately sponsored activities during the summer may be paid at rates negotiated with the sponsor which may result in more than 33% of base annual salary paid during the summer period with approval of the Provost and Chancellor. Copy of award page is required to be submitted with the additional compensation form.
6. Additional compensation must be approved within 90 days of when work was performed. Exceptions may be granted for delayed receipt of funding.
7. Summer additional compensation paid to academic year faculty will be charged to account code 715500