

## **Additional Compensation Guidelines for Faculty**

**Office Responsible for Policy: Provost's Office**

**Policy to be located on Provost's Office and Human Resources Office Website**

**Effective Date: 7/1/2019**

### **Introduction**

A Simmons University faculty member's base annual salary is full remuneration for the performance of their regular duties. The scope of work that is expected of faculty members includes teaching, research and service. Faculty workload is defined at the departmental, school, and college level. The University also recognizes that faculty at times undertake work that is beyond their regular responsibilities and that faculty may be entitled to compensation in addition to their normal salary for that additional work.

Faculty can receive additional compensation for specific, formal assignments that advance the mission of the University and fall outside the expectations associated with their current primary assignment. To avoid conflicts of commitment, the additional duties must be feasible and must not interfere with or diminish the faculty member's capacity to meet the expectations of the primary assignment. These guidelines are not intended to define compensable activities; they establish a means by which authorization is received for such activities.

### **Additional Compensation**

*Additional compensation is defined as compensation received by a full-time faculty member above the base annual salary of a standard (nine to twelve month) appointment.*

Each full-time member of the Simmons faculty has a monthly base salary for a specified period. Additional compensation is defined as payments received in exchange for the performance of duties outside of the scope of the primary agreement, payments that are over and above a full-time (100%) faculty member's assigned base salary during an appointment period. Additional compensation begins when the payment received from the University for any one month exceeds the faculty member's monthly base salary.

*The rate of additional compensation is determined by the director of the source of funds with approval by the appropriate Director/Chair, Dean, Provost, and Budget Officer.* Additional compensation requires a letter for a series of payments or the Additional Compensation Form for a one-time payment.

### **Additional Compensation: Letter payments**

The following two work assignments in addition to the primary faculty assignment should be described in a letter from the Dean and are compensated by a series of payments over the length of the work.

### **Overload Compensation for Credit Courses in the Academic Year**

During the academic year, in general, before considering overload pay, other arrangements (such as a corresponding course reduction in the following semester) should be considered. (Course overloads during the summer terms are not restricted.)

Under some circumstances (e.g. coverage for another faculty member on emergency medical leave), when no external candidates (adjunct faculty) are available, *and* an additional course would not create a conflict of commitment for the faculty member, with approval of the Dean, overload pay may be approved for faculty who agree to teach an additional credit-bearing course beyond the departmental standard load. These decisions fall within the discretionary latitude of the Dean.

Faculty who have been awarded a course release for administrative or research purposes are ineligible for overload teaching assignments during the academic year. Exceptions may be made only under limited circumstances and with the approval of the Dean.

Faculty teaching in online programs may be eligible for Additional Compensation if they are under contract to serve as a Course Designer, Lead Instructor, or Section Leader, and if these responsibilities are over and above their normal course load.

When approved, a letter confirming the terms of the overload must be issued to the faculty member. (The Additional Compensation form is not appropriate. This is not a one-time payment and the compensation will be paid over the course of the semester.)

### **Compensation for Administrative Assignments**

If a faculty member takes on an administrative assignment during the course of the academic year that clearly exceed the individual's normal appointment, then they may be paid an administrative supplement for this activity. Administrative assignments and administrative supplements must be approved, in writing, in advance, by the Dean and the Provost. Following approval, a letter of administrative assignment must be issued to the faculty member describing the assignment and the additional compensation. The administrative assignment represents a temporary redefinition of the individual's workload and a supplement to base salary for that year.

Termination of the assignment will result in cancellation of the administrative supplement. Administrative assignments may be renewed or extended with prior approval of the Dean and the Provost. A letter of administrative assignment confirming the terms of the extension must be issued to the faculty member.

The administrative supplement should be commensurate with the base pay rate and the additional responsibilities and should ordinarily not exceed 10% of the individual's base salary.

### **Additional Compensation: Form payments**

The following activities are appropriate for the Additional Compensation Form and are expected to be one-time payments.

#### **Seminars, Workshops, and Training**

Approval may be granted for Additional Compensation for conducting non-credit short courses or presenting special lectures, seminars, workshops and conferences. These activities and proposed additional compensation require advance review and approval by the appropriate administrative supervisor and the Dean. Approval is contingent upon a determination that such activities fall outside the scope of normative service expectations.

#### **Additional Compensation on Externally Funded Projects**

Please see attached guidelines (Addendum A) for additional compensation funded by externally sponsored programs.

#### **Summer Stipend**

If a faculty member takes on a temporary administrative assignment during the summer, for the time period in which they are not working (depending on the faculty member's contract as a 10 or 9 month faculty appointment) then they may be paid an administrative supplement for this activity. Administrative assignments and administrative supplements must be approved, in writing, in advance, by the Dean and the Provost. Following approval, a letter of administrative assignment must be issued to the faculty member describing the activity and the compensation. The administrative assignment represents a supplement to base salary during the summer period. This may be paid as a lump sum payment on the Additional Compensation Form.

## **Recognition Awards**

Faculty are eligible to receive monetary awards for exceptional service, teaching, research, creative work, or contributions to the community through established award programs. This may be paid as a lump sum payment on the Additional Compensation Form.

## **Extraordinary Assignment**

Rarely, a faculty member may be tasked with additional duties under extraordinary circumstance that significantly increase workload. Such additional duties may be tied to emergent strategic opportunities or other important University initiatives or needs. Additional compensation for any such duties requires review and approval from the Dean and Provost's Office. This may be paid as a lump sum payment on the Additional Compensation Form.

## **Compensation for Service Activities**

Faculty are expected to undertake service during the academic year to their own or other academic departments or schools, to University committees or organizations, or to participate in University activities without additional compensation, as part of their service obligation to Simmons. This is particularly true of faculty members holding the rank of associate professor or professor.

Service that includes a significant leadership or supervisory responsibility may be eligible for additional compensation when it is not a regular and ongoing component of a faculty member's primary assignment. Approval by the Dean and Office of the Provost is required in advance of any additional compensation for service activities. This may be paid as a lump sum payment on the Additional Compensation Form.

## **Additional Compensation Process/Form**

To ensure that all concerned University offices and departments receive timely notification of requests for and approvals of faculty additional compensation, an *Additional Compensation Form* must be completed and fully signed prior to the faculty member undertaking the work activity for which additional compensation is requested.

The Additional Compensation form includes the faculty member's name and school or department, a description of the proposed work activity (including deliverables), the time period/dates over which the work activity will be carried out, and the proposed amount of additional compensation and budget number. Any other additional compensation from University activities that the employee has received or expects to receive for work performed that fiscal year should be noted.

The form is submitted by the Office of the Dean to the Provost's Office for appropriate routing and sign-off (which may include the Director of the Office of Sponsored Programs, Finance, and HR), prior to final approval.

After the work is completed, the form is submitted by the Office of the Dean to the Provost's Office for final approval by the Provost for pay authorization.

Questions concerning these guidelines may be directed to the appropriate Dean's office or to the Provost's Office.