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DOC 2018-06 Policy on Faculty Compensation in Excess of Annualized Base Salary

University of Dayton. Faculty Affairs Committee

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TITLE: POLICY ON FACULTY COMPENSATION IN EXCESS OF ANNUALIZED BASE SALARY

SUBMITTED BY: Faculty Affairs Committee

DATE APPROVED: April 20, 2018

ACTION: Consultative Authority to Comment Upon and Promulgate Policy

REFERENCE: II. B. 3

Full-time Faculty Compensation in Excess of Annualized Base Salary

Full-time faculty (tenured, tenure-track faculty and non-tenure-track) in support of the University's purpose, strategic direction, and initiatives, may themselves propose or may be called upon to provide contributions beyond those described in the workload policy of their department or unit. Consistent with the University's respect for an individual's worth and the value of her or his contributions, and in furtherance of the initiatives of the University for the Common Good, it is expected that fair and timely compensation will be associated with these additional contributions.

Department or Unit Guidelines on Faculty Compensation in Excess of Annualized Base Salary

Units should establish fair and equitable guidelines for offering opportunities associated with additional compensation to members of the full-time faculty. Faculty expertise, qualifications, and seniority, or potential for career advancement are examples of factors that might influence the distribution of opportunities. Unit guidelines for compensation beyond base salary should also align with University, unit, and department policies and practices regarding promotion and tenure, merit review, faculty research (including sponsored and contract research), and outside employment.¹ Assignment of additional opportunities must also consider the overall workload of a faculty member and work to avoid a conflict of commitment. A conflict of commitment exists when the activities of a faculty member are so substantial or demanding of the faculty member's time and attention as to interfere with the individual's responsibilities to the unit to which the individual is assigned, to students, or to the University.

The procedure should also identify the position, committee, or other group with the authority to make these decisions. Authority could rest with the Unit Dean or unit committee. The authority might also shift among positions, committees, or other groups depending on the percentage of total annualized compensation involved.

Base Salary, Total Annual Compensation, and Budget Management

A faculty member's annualized base salary is his or her compensation for full-time effort for the nine-month, two semester academic year (typically mid-August through mid-May). For faculty with extended contracts associated with administrative responsibilities, the base salary is compensation for full-time effort for the term of the contract, typically 10.5 or 12 months. [Compare: When a faculty member is hired into a full-time appointment, she or he is provided with a base salary amount. For most faculty members, that amount represents full, or "100%," effort for the nine months of the academic year. For faculty with extended contracts related to administration roles (i.e., department chairs, directors), the base salary amount could represent full effort for 12 or 10.5 months. That base salary is the foundation of an individual's total compensation.]

Compensation in excess of base salary may be monetary or in the form of modification to contractual workload expectations. The department or unit guidelines should define fair and equitable compensation for additional contributions and for monetary compensation relative to workload modifications. For example, guidelines may specify that the amount of additional monetary compensation will typically be a percentage of base salary or a fixed amount. Guidelines might also specify that any modifications to workload (i.e., course release) should be of equivalent value to any monetary

compensation that would accompany a particular contribution. Typically, a faculty member's annual compensation should not exceed 100% of that individual's annualized salary.

For budgetary purposes, total annualized compensation is the metric used to manage compensation in excess of base salary. Total annualized compensation is defined as base salary annualized to 12-months.²

Typically included in the 100%:

- Stipends for academic administrative responsibilities;
- Teaching or service activities in addition an individual's typical 9-month teaching or service load (e.g, summer or intersession teaching; interim director or chair);
- Funded research commonly funding summer salary or a course buy-out

Contributions Eligible for Compensation in Excess of Annualized Base Salary

It is understood that special or urgent needs can arise that can best be satisfied by a specific individual or individuals (i.e., coverage for a colleague related to medical absence; special training related to a university initiative), and these incidental situations could result in total university compensation which exceeds 100% of the annualized base pay for a faculty member. Contributions by full-time faculty are in addition to, rather than a part of, the full extent of their responsibilities are eligible for compensation beyond an individual's base salary. The time required for these additional contributions and their associated activities is intended to be above the time necessary for the effective performance of responsibilities to the University, whether those responsibilities are definite or implied, regularly scheduled, or performed when convenient. If an individual's engagement in contributions eligible for additional compensation impact the ability of department or unit colleagues to fulfill their responsibilities, then the workload of those colleagues should be given appropriate, advance consideration.

Contributions eligible for compensation in excess of base salary include, though are not limited to, engagement in the following:

- Service in support of specific initiatives of the University or unit associated with research, scholarship, teaching (undergraduate and graduate), or service in pursuit of institutional objectives and above workload guidelines.
- Professional obligations of a colleague when that colleague is absent for medical necessity
- Incidental payments, e.g., honoraria, prizes, royalties, and certain benefits that must be reported as salary for income tax purposes, but do not represent payment for work.
- Course overload or provisional administrative duties in exigent circumstances

In such cases, a recommendation for approval of extra compensation must be obtained from the relevant Dean and forwarded to the Provost's office for approval. The Dean's recommendation for approval of extra compensation indicates that the best interests of the University are being served; for example, there is an unusual or urgent need that cannot be accommodated by faculty release time or with the normal workload. The Provost's approval must be obtained *prior to* the work beginning. In the case of funded research, if it is not possible for the faculty member to be released from his or her regular duties to undertake a sponsored research project, extra compensation can be approved as specified in the Policy for Extra Compensation of Employees Supported by Sponsored Research Programs.

Personnel Action Forms (PAF) for incidental payments or additional compensation should submitted prior to the work beginning. If this is not possible due to the nature of the incidental work (i.e., stepping in to cover for a peer), the PAF should be completed as soon as possible. Payments *should not* be held until summer or to a time in which the faculty member is "off-contract."

