



EXTRA COMPENSATION POLICY AND PROCEDURE

Faculty can be compensated for assignments for which they are specifically qualified and that advance the mission of the University, but which fall outside the expectations associated with the employee's current job description. When an employee on a full-time (100%) contract with the University receives compensation from a Federal, state, or private grant during the assigned contract period which exceeds the assigned base salary and when that compensation is offered in exchange for the performance of duties not required within the scope of the primary contract, this additional payment is defined as extra compensation.

Faculty receiving extra compensation are expected to perform all regular duties and responsibilities assigned by the University. 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 contract.

When grant funds from federal, state, or private sources are used to augment academic salaries, an extra faculty compensation request must be included in the initial grant proposal and approved by the federal granting agency. An approved extra compensation request constitutes a commitment of effort that must be fulfilled, whether or not salary is paid for the effort on that project.

Extra compensation on externally sponsored projects is permitted for full-time faculty members if it:

1. is in accordance with the sponsor's rules and regulations and approved by the sponsor;
2. is written into the grant proposal;
3. does not exceed 10% of the base salary;
4. keeps the faculty member's total compensation within the salary range for her or his rank and academic discipline (for example, if the salary range for an assistant professor is \$50-\$70K, and the faculty member currently earns \$65K for their base salary, they could not exceed \$5K in supplemental compensation);
5. has been approved in writing by the appropriate director/chair, dean, and Senior Vice President of Academics.

The accumulation of extra compensation will be monitored by Human Resources and the Office of Sponsored Programs, and reported quarterly to the employee's dean and/or division head.

This policy is written in compliance with The Office of Management and Budget ([2 CFR 200.430](#) inclusive).