

Procedure 5-403B: Additional Compensation for Teaching.

Revision 0. Effective date: February 14, 2023

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I. Purpose and Scope

A. Purpose.

To document the process and requirements for payments of Additional Compensation for teaching. Additional Compensation for teaching is not considered an addition to an Employee’s base salary.

B. Scope.

Payment of Additional Compensation for teaching applies to all academic units of the University, and to all Employees who teach for the University.

II. Definitions

The definitions provided in Policy 5-403 and Rules 5-403 A and B apply for this procedure.

III. Procedure

A. Eligibility

1. An Employee must be in an active status (non-terminated) at the time an Additional Compensation payment is made.
 2. Employee must be salaried in order to receive Additional Compensation for services that arise infrequently and are not within the scope of the employee's normal working activity. Additional Compensation for teaching is not applicable to hourly/non-exempt employees.
 3. Employee must meet specified criteria outlined in an agreement set forth by the course-offering unit.
- B. Special Teaching Assignments for Faculty Members
1. Faculty Member's Home Academic Unit
 - a. If a Full-time Faculty Member agrees to teach a course not included as part of their teaching assignment that is offered by their current department or program, and the course is to be taught during a fall or spring semester, ordinarily their teaching assignment should be modified to include that course as part of the Faculty Member's normal teaching load.
 - b. If there are short-term business reasons it is impossible to include a special teaching assignment during a fall or spring semester within a Full-time Faculty Member's normal teaching load and the academic unit would like to provide Additional Compensation for that special teaching assignment in an Overload Status, preapproval by the home academic unit head and dean, and the cognizant vice president is required.
 2. Another Academic Unit
 - a. If a Full-time Faculty Member agrees to teach a course not included as part of their teaching assignment that is offered by another academic unit, and the course is to be taught during a fall or spring semester, ordinarily their teaching assignment should be modified to include that course as part of the Faculty Member's normal teaching load.
 - i. By arrangement between the respective academic unit heads, the Faculty Member's home department may be reimbursed by the other

academic unit for some or all of the cost of the Faculty Member's effort in providing this special teaching assignment service to the other academic unit as part of their regular teaching load.

- b. If there are short-term business reasons it is impossible to include a special teaching assignment during a fall or spring semester within a Faculty Member's normal teaching load and the other academic unit would like to provide Additional Compensation for that special teaching assignment in an Overload Status, preapproval by the home academic unit head and dean, the paying academic unit head and dean, and the cognizant vice president(s) is required.

C. Special Teaching for Salaried Staff Members

1. Ordinarily, staff members do not teach, unless they are also appointed as a member of the faculty (e.g., as an adjunct faculty member).
2. If there are business reasons for a staff member to teach a particular course and it is impossible to appoint a staff member as a member of the faculty in a timely manner, and when a Full-time salaried Staff Member agrees to teach a course not ordinarily included as part of the University employment contract, approval in writing must be obtained in advance from the Staff Member's supervisor and dean (if applicable), the paying academic unit head and dean (if different from the home department), and the cognizant vice president(s).

D. Additional Requirements

1. Additional Compensation for teaching may not be paid from a grant or contract.
2. The academic unit submitting payment shall retain any additional documentation required for payment.

Sections IV- VII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.

IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources

A. Policies/ Rules.

1. Policy 5-403: Additional Compensation Policy
2. Rule 5-403A: Additional Compensation for Staff (Hourly/Exempt)
3. Rule 5-403B: Additional Compensation for Faculty

B. Procedures, Guidelines, and Forms.

1. [\[Link to Form\]](#)

C. Other Related Resources. [reserved]

V. References

[reserved]

VI. Contacts

The designated contact officials for this Regulation are

- A. Policy Owner(s) (primary contact person for questions and advice): Associate Vice President for Faculty and Associate Vice President for Health Sciences
- B. Policy Officer(s): Senior Vice President for Academic Affairs and Senior Vice President for Health Sciences

See Rule 1-001 for information about the roles and authority of policy owners and policy officers.

VII. History

Revision History.

1. Current version. Revision 0. Effective February 14, 2023.