

Procedure 5-403J: Summer Payment for Faculty.

Revision 0. Effective date: February 14, 2023

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I. Purpose and Scope

A. Purpose.

This procedure documents the process for payment of services rendered by a faculty member in the period between May 16 through August 15.

B. Scope.

This procedure applies to Faculty Members whose payment is processed through the Contract Payment method.

II. Definitions

The definitions provided in Policy 5-403 and Rule R5-403B apply for this procedure.

III. Procedure

A. Eligibility

1. A Faculty Member must be in an active status (non-terminated) at the time of the summer payment.
2. Payment is ordinarily for services rendered during the period of May 16 through August 15.
3. Services rendered can include, but are not limited to:
 - a. salary payment from a grant for research during the summer period;
 - b. teaching in the summer semester not included in contracted course load;
or
 - c. administrative assignment as agreed to in offer letter/agreement.

B. Payment Method, Limits, and Procedure

1. Total earnings for the summer period may not exceed: three ninths of the compensation paid for the Faculty Member's nine-month appointment, two tenths of the compensation paid for the Faculty Member's ten-month appointment, or one eleventh of compensation paid for the Faculty Member's eleven-month appointment.
2. Summer pay for Faculty Members paid on contract are processed through an employee personnel action form (ePAF) with the system ability of up to a 2.0 FTE.
3. Summer pay for Faculty Members paid through annual pay are processed through an employee personnel action form (ePAF) using remaining full-time equivalency (FTE).

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 Form
2. Rule 5-403B: Additional Compensation for Faculty

B. Procedures, Guidelines, and Forms.

1. [*reserved*]

C. Other Related Resources. [*reserved*]

V. References

- A. [*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.

- A. Current version. Revision 0.
 1. Approved by – Senior Vice President for Academic Affairs and Senior Vice President for Health Sciences with effective date of February 14, 2023.