

Rule R5-403B: Additional Compensation for Faculty

Revision 0. Effective date: February 14, 2023

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I. **Purpose and Scope**

A. Purpose.

This Rule implements Policy 5-403: Additional Compensation Policy. This Rule describes conditions and processes for authorization for payments of Additional Compensation for Faculty.

B. Scope.

This rule applies to all faculty at the University of Utah.

II. **Definitions**

The definitions provided in Policy 5-403 apply for this rule. In addition, the terms below apply for the limited purpose of this rule.

A. "Contract Period" means the period of time in which a Faculty Member expends effort in the performance of services defined in the Faculty Member's offer or renewal letter.

1. Where compensation is derived from state funds, the Contract Period is not necessarily identical to the period of time compensation is paid. Example: For a Faculty Member with a nine-month contract, the contract "begin" and "end" dates will ordinarily be August 16 and May 15 of the following year, respectively, although compensation may be paid over the twelve-month period starting on July 1 and ending on June 30.
2. Compensation from a sponsored research contract or grant may be paid only during the payment period the services are performed.

B. Faculty Payment Methods

1. "Contract Pay" means a payment to a faculty member who is on a contract of 9, 10, or 11 months. The payment is generally made at the Full-Time Equivalency (FTE) of 1.0 for the months of the contract. This payment may be paid over the months of the contract or spread over the 12-month fiscal/academic year. Summer Pay may be used for the months not covered by the contract, and must be between May 16 and August 15.
 - a. "Summer Pay" means payment to a faculty member on Contract Pay for services performed during the non-contracted period between May 16 and August 15 each year.
2. "Annual Pay" means the faculty member has responsibilities over a 12-month period. A faculty member on a 0.75 FTE annual pay has an equivalent workload to a faculty member on a 1.0 FTE nine-month contract. The remaining FTE may be used to compensate faculty for additional work outside their regular workload.

III. Rule

A. Pre-Approval Requirement for Additional Compensation for Teaching

1. Additional Compensation Payments for Teaching require preapproval. See Procedure P5-403B for the pre-approval process.

B. Additional Compensation Approvals

1. Ordinarily, approval is required by the academic unit and college levels, and, if the Additional Compensation payment is over \$2500 for Additional Compensation for Occasional Services, Discretionary and Non-Discretionary Bonuses, or for additional compensation for teaching for any amount, the University level. If more than one academic unit is involved, both academic units and colleges must approve.
2. Following the completion of the assignment, an Additional Compensation request with any required pre-approval documentation shall be submitted for the payment to be processed.
3. The payment request shall be routed to each officer whose approval is required. By approving the Additional Compensation request, each approving officer thereby certifies that all the requirements for payment of compensation as specified in Policy 5-403, this rule, and the relevant procedure are satisfied.
4. Payment Through Payroll System
 - a. All Additional Compensation payments made to a Faculty Member under Policy 5-403 and this rule are paid through the University payroll system, and are subject to applicable withholding and deductions.

C. Intra-IHE (Institution of Higher Education) Consulting 2CFR 200.430(h)(3)

1. Federal regulation allows for Faculty Members to be paid Additional Compensation from federal awards. The following conditions must be met for

a faculty member to be paid Additional Compensation or Intra-IHE on a federal award:

- a. work on the project is across departmental lines or involves a separate or remote operation;
- b. the work is in addition to or outside the Faculty Member's regular responsibilities; and
- c. for Federal Government sponsored awards, if the project does not specifically provide for intra-IHE consulting in the Federal award budget, written approval from the Federal awarding agency authorizing the payment shall be obtained.

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

B. Procedures, Guidelines, and Forms.

1. P5-403B: Additional Compensation Teaching
2. P5-403D: Discretionary Bonus
3. P5-403E: Non-Discretionary Bonus
4. P5-403G: Prizes and Awards
5. P5-403H: Clinical Income Payment
6. P5-403I: Moving Allowance Procedures

C. Other Related Resources. *[reserved]*

V. References

- A. Policy 5-001: Employee Definitions
- B. Policy 5-204: Remunerative Consultation and Other Employment Activities

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 the 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. Effective February 14, 2023.