

Non-Externally-Funded Additional Compensation Guidelines for Academic Affairs¹

For the purposes of this guideline, additional compensation is defined as any compensation paid to faculty or staff by the University in excess of the base salary for full-time appointments. There are other sources of additional compensation, and the rules governing the permissible net total additional compensation across all sources are delineated in accordance with the Office of Management and Budget Guidance for Grants and Agreements (2 CFR 200) in addition to requirements under BOT Doc. T01-012. The total annual additional compensation from all sources, including externally funded research activities, may not exceed 33% of the faculty member's base nine-month salary. If the Dean and the Provost determine that the University employee is not satisfactorily performing their contractual obligations, the individual shall reduce their additional commitments accordingly.

These guidelines do not address external professional activities (please see the [Outside Activities Disclosure](#) for details). Teaching a course at other institutions requires disclosure of outside activities and must not commence until approved.

These guidelines supersede the previous guidelines dated 5/29/2020 and apply to any request for additional compensation using university funds, regardless of the source of funding, including revenue-sharing accounts.

The guidelines include:

1. Additional compensation must be approved by the Department Chair, the Dean, the Provost or Designee, and the Office of Human Resources before the start of any extra duties. The University will not approve additional compensation retroactively. If the request is received by the Provost's Office after the commencement of the work, it will be denied.
2. In accepting additional compensation, all faculty and staff must acknowledge that the decision to engage in work (including course instruction) over and above the full-time assignment requires dedicating additional time *beyond* the regular work week commitment that entails meeting all contractual responsibilities.
3. Stipends for long-term administrative appointments such as directorship of a center or other large programs require an approved and signed contract prior to payment. Contracts must be accompanied by a position description that shall be reviewed prior to appointment or renewal. New contracts or renewals must be approved by the respective Dean and the Provost.
4. Tenured faculty, clinical faculty, and teaching faculty may elect to teach one additional

¹ Research-related additional compensation guidelines can be found here - https://www.umassd.edu/media/umassdartmouth/provost/additional_compensation_guidelines_research_05.20.23.pdf

course per semester beyond their contractual teaching responsibilities, irrespective of teaching offsets due to course releases or graduate student supervision. This additional teaching includes courses offered through OCE. For example, a tenured faculty member carrying a 3 – 3 teaching load may elect to teach 4 – 4, receiving additional compensation for one course each semester. Teaching faculty with a 4 – 4 load may elect to teach 5 – 5, receiving additional compensation for one course each semester. Faculty members who receive course releases for serving as a director or fulfilling a specified service role, whose baseline teaching load might be 3–2 or 2-2, may elect to teach 4-3 or 3-3 (respectively), receiving additional compensation for one course each semester. The extra teaching includes teaching at other institutions.

Decisions regarding additional work and corresponding compensation are predicated on workload analysis, factoring in requirements for service, scholarship, outside activities, etc., and are made in consultation with the Department Chair and with the approval of the Dean. Department Chairs and Deans are encouraged to have faculty members wishing to accept assignments for additional compensation complete a workload analysis. Examples of a workload analysis may be found in worksheet A (tenured faculty) or worksheet B (teaching and clinical faculty).

5. Only under exceptional circumstances will pre-tenure faculty be approved for extra teaching for additional compensation during the academic year. Prior to scheduling a pre-tenure faculty for an additional course, Department Chairs must submit a justification for the assignment, including why it is the only option available to meet the educational needs of students. This justification must be approved by the Dean and the Provost before the pre-tenure faculty can be listed on the additional course in COIN.
6. In the case of a clear and urgent need, Department Chairs, in consultation with the Dean and the Provost, may offer faculty the opportunity to teach more than one additional course for additional compensation in a given semester. Such situations should be rare. Prior to scheduling faculty in excess of the 1 + 1 policy, Chairs must submit a justification for the assignment, including why it is the only option available to meet the educational needs of students. This justification must be approved by the Dean and the Provost before the instructor can be listed on the additional course in COIN.
7. The tasks listed below are considered a standard part of a faculty member's individual or shared (e.g. committees) responsibilities and should be reported as service activities, as appropriate. These activities are generally not eligible for additional compensation.
 - a. Development of program objectives or outcomes;
 - b. Coordination and/or execution of course or program assessment;
 - c. Work performed in preparation for program or college/school accreditation or

AQAD review;

- d. Development of student or faculty handbooks and other departmental or college guidelines;
 - e. Work related to course or curriculum revisions.
8. Except in exceptional cases approved by the Dean and the Provost, coordination or advising work related to majors, minors, concentrations, options, tracks, or other programs are not eligible for additional compensation. Colleges/schools and departments should strive to balance advising loads within and across programs, including interdisciplinary programs.
 9. Additional compensation related to developing new courses for online delivery will be approved only if the course meets a specific need with anticipated high enrollment or is a required (not elective) course in a fully online program or is part of a new online program. Any new course development with additional compensation must be approved by the Chair, the Dean, and the Provost before the commencement of work. Faculty are expected to update their courses, including online courses, on a regular basis. Additional compensation will not be paid for updating or redeveloping a course. Exceptions to these provisions may be approved by the chair, dean, and provost.
 10. Support for summer research using university funds should only be made through university-wide competitive programs, other programs approved by the Provost, as part of start-up packages, or by use of an investigator's research support funds in accordance with policy ACA-027. Colleges/schools and departments may not provide stipends for summer research, irrespective of the source of funding, unless they have explicit approval from the Provost. Such support, in combination with other additional compensation, must adhere to the guidelines regarding the total amount of additional compensation in accordance with the Office of Management and Budget Guidance for Grants and Agreements (2 CFR 200) in addition to requirements under BOT Doc. T01-012.
 11. Exceptions to these provisions may be proposed and must be approved by the chair, dean, and provost.

Worksheet A - Tenured and Clinical Faculty Workload Distribution

Fall Semester

Spring Semester

Instruction (list course releases, if any)

Instruction (list course releases, if any)

Courses Taught

Courses Taught

1.

1.

2.

2.

3.

3.

Scholarship Plans

Scholarship Plans

Service

Service

Outside Activities

Outside Activities

Add/Comp

Teaching

Add/Comp

Teaching

Appointments (i.e. GPD, etc.)

Appointments

Additional Stipends

Additional Stipends

Total Add/Comp

Total Add/Comp

Other Add/Comp (i.e. Summer, Intercession, Research, etc.)

Total Yearly Add/Comp

Worksheet B - Teaching Faculty Workload Distribution

Fall Semester

Spring Semester

Instruction (list course releases, if any)

Instruction (list course releases, if any)

Courses Taught

Courses Taught

1.

1.

2.

2.

3.

3.

4.

4.

Service

Service

Outside Activities

Outside Activities

Add/Comp

Add/Comp

Teaching

Teaching

Appointments (i.e. GPD, etc.)

Appointments (i.e. GPD, etc.)

Additional Stipends

Additional Stipends

Total Add/Comp

Total Add/Comp

Other Add/Comp (i.e. Summer, Intercession, Research, etc.)

Total Yearly Add/Comp

Worksheet A - Tenure/Tenure Track Faculty Workload Distribution Sample Fall Semester

Instruction (list course releases, if any)

Courses Taught

1. UNV XX1
2. UNV XX2
3. Center Director

Scholarship Plans

Revisions to Pub 1

Submission of Pub 3

Service

General Education Committee

College Curriculum Committee

Outside Activities

Add/Comp

Teaching

OCE XX2-8101 (\$4390)

Appointments (i.e. GPD, etc.)

Additional Stipends

Total Add/Comp

Spring Semester

Instruction (list course releases, if any)

Courses Taught

1. UNV XX3
2. UNV XX4-01
3. UNV XX4-02

Scholarship Plans

Conference Presentation

Revision to Pub 2

Service

General Education Committee

College Curriculum Committee

Outside Activities

6 hours a week consulting

Add/Comp

Teaching

Appointments (i.e. GPD, etc.)

Additional Stipends

Total Add/Comp

Other Add/Comp: Maymester UNV XX2 (\$4390)

Total Yearly Add/Comp: \$8780