

# FACULTY EXTRA COMPENSATION

**POLICY NUMBER:** ACAD-FACULTYEXTRACOMP

**POLICY TYPE:** ACADEMIC

**RESPONSIBLE OFFICIAL TITLE:** PROVOST AND EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS

**RESPONSIBLE OFFICE:** PROVOST

**EFFECTIVE DATE:** 8/1/2014

**NEXT REVIEW DATE:** 8/1/2018

**SUPERSEDES POLICY DATED:** N/A

**BOARD OF REGENTS REPORTING (CHECK ONE):**

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM):

PRESIDENTIAL REPORT (INFORMATION ONLY)

## I. POLICY STATEMENT

The following has been developed to assist faculty and administrators in determining the appropriateness of requests for NKU funded extra compensation related to work performed beyond the confines of the normal work-week.

Extra compensation includes but is not limited to payments for the following activities:

- practicum supervision;
- summer camps;
- development of online courses;
- duties related to centers where the expertise of faculty is required to meet the charge of the center (e.g. the Alternative Dispute Resolution Center);
- expertise in providing certification for outside constituents (e.g. American Library Association Certification);
- expertise at outside clinics (e.g. Horseman's Clinic); and creative expertise.

### Criteria

In an instance where faculty extra compensation is requested, the following criteria must be satisfied and articulated in writing before the assignment can commence:

- The assignment must advance the mission of the department, college, and/or university.
- The assignment is clearly beyond the scope of the specific duties and expectations of the faculty member and will not conflict with or affect the faculty member's Faculty Appointment Form.
- The assignment is of a special and infrequent nature, making it infeasible to hire a temporary employee.
- The amount of extra compensation being requested is included and the basis on which the amount was established is noted.

Full-time faculty members may receive extra compensation from the University for an additional assignment(s) performed over and above the services covered in the recipient's current faculty appointment. The additional assignment(s) must not adversely affect the performance of the recipient's full-time assignment.

## Compensation and Pay Limits

The rate of extra compensation will be proposed by the head of the requesting unit. Consideration should be given to fair market value for activities associated with the assignment, resources available, and the faculty member's salary.

The total extra compensation which a faculty member may receive during the fiscal year shall not exceed 25 percent of the faculty member's base salary. The rate of extra compensation will be proposed by the head of the requesting unit and should reflect fair market value for activities associated with the assignment.

Except in extremely rare circumstances, faculty, including chairs, who are on FY appointment are not eligible for extra pay.

## Exclusions

Faculty extra compensation does not include the following:

- compensation faculty may earn for overload courses or summer and winter teaching (see the Faculty Summer/Winter Compensation policy).
- compensation for outside activities as outlined in the *Faculty Policies and Procedures Handbook*, Section 16 "Policies and Expectations for Outside Activities" or other policies outlined in the *Faculty Policies and Procedures Handbook*
- supplemental payment provided to faculty who receive additional funding for serving in the capacity of a program director, associate dean, or other administrative position.

## II. ENTITIES AFFECTED

Faculty

## III. PROCEDURES

- The request for extra compensation for a faculty member must be proposed and approved in writing prior to the start of the assignment and must include a timeline for completion of the project. Written approval is required by the Chair/Director of the faculty member's department, the Dean of the College/Associate Vice Provost, and the Provost.
- If approved, partial payment at a prorated amount may be provided during the assignment, but final payment will not be made until the assignment is completed.
- Extra compensation using funds from all grants or contracts must also conform to guidelines established by the federal government's Office of Management and Budget. For all grants and contracts, extra compensation must be based on the individual's base salary. Faculty extra compensation on grants or contracts must be approved by NKU and the funding sponsor during proposal development. Instructions are available at the NKU Office of Research, Grants, and Contracts website: <https://inside.nku.edu/rgc.html>

- In the event that a part-time faculty member has an assignment equal to a full-time load, any decisions regarding extra compensation for that person will be subject to this policy.
- An evaluation of the service provided, including the outcome of the project, should be completed at the end of the project.

#### IV. REFERENCES AND RELATED MATERIALS

##### RELATED POLICIES

Faculty Summer/Winter Compensation (*in process*)

Supplemental Pay – Staff (*in process*)

##### REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Reformatted and edited for clarity (see policy in old format below)	March 18, 2019
New Policy	April 1, 2014

<b>CATEGORY:</b>	Administrative Regulation
<b>POLICY STATUS:</b>	Approved

**POLICY TITLE:** Faculty Extra Compensation Policy

**POLICY NUMBER:**

**POLICY ADDRESS:**

**POLICY PURPOSE:**

The following has been developed to assist faculty and administrators in determining the appropriateness of requests for NKU funded extra compensation related to work performed beyond the confines of the normal work-week. The policy does not preclude faculty earning additional compensation for overload course or summer and winter teaching. Nor does it preclude the policy for outside activities as outlined in the *Faculty Policies and Procedures Handbook, Part Two, IV. Policies and Expectations for Outside Activities* or other policies outlined in the *Faculty Policies and Procedures Handbook*.

**APPLIES TO:** Faculty

**SUB-SECTIONS:**

**POLICY STATEMENT**

Activities that may be included for extra compensation include but are not limited to payment for practicum supervision; summer camps; development of online courses; duties related to centers where the expertise of faculty is required to meet the charge of the center (e.g. the Alternative Dispute Resolution Center); expertise in providing certification for outside constituents (e.g. American Library Association Certification); expertise at outside clinics (e.g. Horseman's Clinic); and creative expertise.

#### **Criteria**

In an instance where faculty extra compensation is requested, the following criteria must be satisfied and articulated in writing before the assignment can commence:

- The assignment must advance the mission of the department, college, and/or university.
- The assignment is clearly beyond the scope of the specific duties and expectations of the faculty member and will not conflict with or affect the faculty member's annual Faculty Appointment Form.
- The assignment is of a special and infrequent nature, making it infeasible to hire a temporary employee.
- The amount of extra compensation being requested is included and the basis on which the amount was established is noted.

#### **Procedure**

Full-time faculty members may receive extra compensation from the University for an additional assignment(s) performed over and above the services covered in the recipient's current faculty appointment. The additional assignment(s) must not adversely affect the performance of the recipient's full-time assignment.

The rate of extra compensation will be proposed by the head of the requesting unit. Consideration should be given to fair market value for

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activities associated with the assignment, resources available, and the faculty member's salary.

The request for extra compensation for a faculty member must be proposed and approved in writing prior to the start of the assignment and must include a timeline for completion of the project. Written approval is required by the Chair/Director of the faculty member's department, the Dean of the college/Associate Vice Provost, and the Provost. If approved, partial payment at a prorated amount may be provided during the assignment, but final payment will not be made until the assignment is completed.

Extra compensation using funds from all grants or contracts must also conform to guidelines established by the federal government's Office of Management and Budget. For all grants and contracts, extra compensation must be based on the individuals' base salary. Faculty extra compensation on grants or contracts must be approved by NKU and the funding sponsor during proposal development. Instructions are available at the NKU Office of Research, Grants, and Contracts website, [rgc.nku.edu](http://rgc.nku.edu), General Policies, Procedures, and Form section.

In the event that a part-time faculty member has an assignment equal to a full-time load, any decisions regarding extra compensation for that person will be subject to the policy.

An evaluation of the service provided including the outcome of the project will be required at the end of the project.

#### **Pay Limits**

The total extra compensation which a faculty member may receive during the fiscal year shall not exceed 25 percent of the faculty member's base salary. The rate of extra compensation will be proposed by the head of the requesting unit and should reflect fair market value for activities associated with the assignment.

#### **Exclusions**

Faculty extra compensation does not encompass supplemental payment provided to faculty who receive additional funding for serving in the capacity of a program director, associate dean, etc. Except in extremely rare circumstances, faculty, including chairs, who are on FY appointment are not eligible for extra pay.

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<b>RESPONSIBLE OFFICE:</b>	Office of Vice President of Academic Affairs and Provost
<b>APPROVED BY:</b>	President
<b>APPROVED ON:</b>	April 1, 2014
<b>EFFECTIVE ON:</b>	April 1, 2014
<b>REVIEW CYCLE:</b>	

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**RELATED DOCUMENTS:**  
**REVIEW/CHANGE**  
**HISTORY:**

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