

March 6, 2002

MEMORANDUM FOR: Deans, Director's and Department Heads

FROM: Arthur MacEwan, Interim Provost & Vice Chancellor for  
Academic Affairs  
Beth Marshall, Assistant Vice Chancellor for Human Resources

SUBJECT: Additional Compensation for Faculty

Last year the University's Board of Trustees adopted a new additional compensation policy for faculty (Trustee Document T01-12). This policy supercedes and replaces Trustee Document T86-087. Subsequently this policy was incorporated into the MSP/FSU Contract effective July 2001 through June 2004. We are pleased to issue the revised policy, guidelines, a copy of the new form, and processing instructions for the payment of additional compensation to faculty. All additional compensation payments **must have as the effective date the first day of a bi-weekly pay period.**

Under the new policy, faculty can **earn up to 33% of their base annual salary** from additional compensation **in a given calendar year contingent upon prior written approval from their Department Head and Dean.** The previous earnings restrictions of 10% (academic year appointments) or 12% (calendar year appointments) and separate considerations for summer additional compensation have been eliminated.

In essence, there is now one policy, one set of procedures, and one authorizing form covering all types and sources of additional compensation for faculty including: teaching (either overload or regularly scheduled courses through the Division of Continuing Education), outreach, administrative duties, and research. *NOTE: Policy and guidelines for paying additional compensation to professional staff have not changed and are still governed by Trustee Document T94-023.*

The new Additional Compensation Form, which will now be used for both faculty and professional staff, is available to departments on the University website: <http://www.umb.edu/hr/personnel/compensation.html>. Instructions for filling out the form are available on the same website.

If you have any questions you may contact Anita Miller in the Provost's Office at [anita.miller@umb.edu](mailto:anita.miller@umb.edu) or Clare Poirier in Human Resources at [clare.poirier@umb.edu](mailto:clare.poirier@umb.edu).

## **Trustee Document T01-12**

### University of Massachusetts – Policy on Additional Faculty Compensation

Faculty on full-time appointments are expected to serve the University through a mixture of teaching, research, scholarship or creative activity, outreach and professional service, and University service, consistent with the mission of the campus, school or college, and unit in which they are appointed. The obligation of full-time faculty should be based on the optimal use of individual and collective effort to fulfill the mission of the department and campus, regardless of the nature or source of revenue for these activities.

The responsibilities of full-time faculty increasingly encompass activities beyond the traditional expectations of teaching on campus, pursuing a research program, engaging in public service and serving on committees. The expansion of corporate and continuing education, distance learning, and multi-ventures, economic development activity and externally funded research throughout the University, require faculty, departments, and administrators to be flexible and creative in defining faculty responsibilities and allocation of effort in support of the University's mission. To the extent possible, and in accordance with applicable collective bargaining agreements, the University should incorporate these activities into the standard workload of faculty. However, faculty may also receive additional compensation for such activities.

### **University of Massachusetts Boston - Additional Faculty Compensation Guidelines**

Faculty members of the University of Massachusetts Boston may receive additional compensation under the following circumstances and conditions:

- Any activities undertaken for additional compensation may not interfere with a faculty member's satisfactory disposition of his or her regular assignments and responsibilities;
- Faculty may engage in as much extra activity for additional compensation as is consistent with maintaining a satisfactory disposition of their obligations to the University, as defined and monitored by the department chair and the dean of the school/college. It is the responsibility of the department chair and the dean to ensure that faculty are meeting their regular obligations to the institution in a satisfactory way;
- Additional compensation for federally-funded research must be consistent with federal rules and regulations;
- Faculty may receive additional compensation for privately-funded research at rates negotiated with the research sponsor;
- Rates of pay for teaching or related services (such as course development) are established by the unit sponsoring the programs with the approval of the Chancellor or President (as appropriate);

- No faculty member may accept additional duties or additional compensation that would bring him or her into conflict with Chapter 268A of the General Laws (ethics statute);
- Prior written approval of the department chair and the dean are required before a faculty member may engage in any activity for additional compensation;
- A faculty member may earn up to 33 percent of his or her then base annual salary from additional compensation in a given calendar year. *Exception: NSF research is limited to 2/9ths of the faculty member's then current salary within each calendar year;*
- If additional compensation received by a faculty member exceeds 33 percent of the base annual salary in a given calendar year, the Dean and Provost shall review the faculty member's commitments to ensure that the faculty member is satisfactorily performing his or her regular obligations. If the Dean and Provost determine that the faculty member is not satisfactorily performing his or her regular obligations, the faculty member must reduce his or her additional commitment accordingly;
- The prior approval of the Provost, with the concurrence of the Chancellor, is required for a faculty member to receive additional compensation in excess of 33 percent of his or her base annual salary;
- Additional compensation can be paid from state AA monies, trust funds, grants and contracts. The availability of certain funds may need to be verified and approved prior to processing of the additional compensation payment by Human Resources.

The Additional Compensation Form for Faculty must first be completed and signed by the department that is funding the additional service provided by the faculty member. The signature of the Principal Investigator and the Principal Investigator's supervisor (not less than the Department Chair) are required where applicable. The faculty member's home department (if different from the funding department) also reviews the request and signs Section E of the form. Once the form has been completed and approved by all parties, it should be submitted to Human Resources not less than ten (10) working days prior to the start of the additional compensation activity. Requests for additional compensation must be made and approved prior to any start date of the activity.