



Policy Title: Additional Faculty Compensation

Updated: March 11, 2021; March 25, 2021; April 5, 2021

Effective: Spring 2022

PURPOSE/INTENT

The College of Social and Behavioral Sciences (SBS) recognizes the need for units to utilize their resources to meet their missions and academic responsibilities. This policy is intended to guide Department Heads and School Directors on appropriate internal compensation practices and workload distribution structures such that individuals are treated fairly and consistently across college units.

The policy pertains to the positions of Associate Head and Associate Director, as well as positions involving oversight of academic programs (e.g., Program Director, Director of Undergraduate Studies, Director of Graduate Studies). It also covers, for all faculty, compensation for additional (i.e., ‘overload’) teaching and other activities.

This policy does not cover the regular salary of SBS faculty, nor the administrative stipend of UHAP Chapter 5 appointed administrative personnel (i.e., Dean, Associate Deans, Heads, Directors). It also does not apply to AY faculty taking on summer teaching or distinct, summer-specific administrative service.

UNIT WORKLOAD DIFFERENTIALS

It is a premise of this policy that Distribution of Effort (DOE) adjustments and supplemental compensation should align with workloads and not on unit-level resources. The workloads of faculty in the positions covered by this policy will vary according to unit-level circumstances, such as the number of majors, number of graduate students, number of academic programs, number of faculty and staff available to contribute through their service roles, and other appropriate factors; these need to be evaluated fairly and consistently to ensure equity in the treatment of faculty across units.

COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES POLICY

The following provides compensation and adjusted DOE guidance to units for differing faculty roles above regular salaries. Compensation and/or DOE should adjust to the above variations (see above) and special circumstances. **All compensation is subject to approval by the college.**

Associate Head/Director – Units appointing an Associate Head/Director may compensate this position with an “other” stipend and/or course release(s). The amount of the stipend and/or

the number of course releases will differ depending on the size of the unit and the level of responsibilities.

Summer stipends: given summer workloads, it is appropriate to extend properly-scaled summer stipends for those performing roles as Associate Head/Director when summer work is expected.

Program Director/Director of Undergraduate/Director of Graduate Studies – During the Academic Year, time given over to these service roles should be arranged by workload adjustments only (i.e., formal alterations to DOE), and not through supplemental compensation (or stipends).

The default expectation is that Program Directors and DUS/DGS positions receive one course off per year and a recognition of their roles in their normal service DOE. The work should be scaled such that a course release is sufficient to compensate for the service, though in cases of exceptional workload (based on unit size or the number of programs overseen), the number of course releases may be increased to two.

Summer Stipends: Summer stipends are appropriate for work that cannot be accomplished during the academic year, nor has been already compensated during the academic year, nor reserved for those with existing compensated labor (i.e. Head/Director or Associate Head/Director). The level of stipend depends on the amount of summer effort.

Teaching Overloads in Academic Year – Generally, faculty are expected to devote their efforts to their regular DOE. When faculty have lower research or service expectations, increased teaching may be assigned to bring the FTE to 1.0; increased teaching in a given semester is also acceptable as part of a pre-arranged adjustment to multi-year schedules. Compensated teaching overloads, meanwhile, should be limited in use and duration; only in extraordinary circumstances should they be used to compensate for teaching during a sabbatical. They are appropriate (a) when a curricular emergency arises or (b) for non-regular responsibilities, such as time devoted to micro-campus supervision.

Other Activities – Activities that should not be compensated with university managed funds on top of regular salary include:

- Internship Coordination
- Capstone Supervision
- Thesis Supervision
- Guest Lecturing
- Journal Editing
- Internal Workshop Participation/Coordination

If these activities are large in number or extent, the unit may consider giving a workload readjustment after an appropriate accumulation.