

MIDDLE TENNESSEE STATE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

POLICY NO: II:01:02

DATE: February 10, 1983

SUPERSEDES POLICY NO: II:01:02

DATED: July 1, 1979

SUBJECT: Extra Compensation Policy

APPROVED: Sam H. Ingram, President



The State Board of Regents takes the position that faculty of the System institutions should be involved in public service and continuing education activities sanctioned by their institutions. Typically these activities will be conducted by the faculty as their regular assignments; however, irregular occasions will arise where these activities may be done as an extra assignment for additional compensation. The Board sets forth the following general provisions to cover the circumstances requiring extra compensation and the limitations upon such compensation.

1. Salaries paid for teaching in intersession and summer session are not considered extra compensation.
2. Extra Compensation is to be used primarily for non-credit work, public service activities of the institution, or - in extraordinary circumstances (typically off-campus or resulting from irregular schedules) for credit courses. Extra compensation is not intended for those regularly scheduled, recurring non-credit or credit courses which should be planned and budgeted as a regular part of the faculty teaching load.

Neither is extra compensation intended as compensation to full-time faculty who teach more than fifteen (15) hours per term on a regular, planned basis. The use of regular, full-time faculty to teach credit courses for extra compensation should be of an extraordinary nature and on an exception basis to cover unexpected and unplanned credit course offerings. Institutions should make every effort to plan credit course offerings within the teaching load assignments of the regular full-time or adjunct faculty.

3. Extra compensation may be paid when the following conditions exist:
  - a. The work is done in addition to duties and responsibilities assumed as a part of the assigned, normal full work load.
  - b. Qualified adjunct faculty or qualified persons within the institution (including emeritus faculty within existing retirement policy) are not readily available to perform the work as a part of their normal work load.
  - c. The additional duties will not interfere with the performance of regularly assigned professional responsibilities and duties.
  - d. The budget is adequate to pay extra compensation.

4. a. Extra compensation for services to other state agencies will be paid by the contracting agency to the institution pursuant to agreement between the agency and the institution, and will be paid to faculty by the institution pursuant to the guidelines and limitations contained herein. No compensation shall be paid directly to any employee of any state agency performing services for the institution, but may only be paid by the institution to the agency pursuant to agreement.
  - b. Extra compensation for services for or to other state institutions of education may be paid by one institution to the other as provided in subsection (a), or may be paid directly to the faculty member involved only after the contracting agency has contacted the administrative head of the faculty member's institution and received permission to employ the faculty member and pay him/her extra compensation. The extra compensation paid to the faculty member will be counted in determining the maximum amount of extra pay he/she may receive during a fiscal year.
5. Eligible institutional personnel may receive extra compensation under each or all three of the extra compensation categories (see Section 7.) to the extent of 7 semester or 10 quarter credit hours per fiscal year or 20 percent of their academic year salary in the non-credit and public service sectors. Further, no person shall receive extra compensation for more than one credit course per term.
6. Eligible institutional personnel are:
    - a. Full-time or permanent part-time faculty of the institution, on either an academic or fiscal year appointment; and
    - b. Full-time administrative or service-budgeted personnel on an academic or fiscal year appointment provided that the service activities for which they are to receive extra compensation are not a part of their regularly assigned duties and/or responsibilities. (It is recognized that administrative personnel may either be required or permitted to teach as part of their assigned duties.)
7. In no case shall institutional personnel receive extra compensation under each or all three of the categories which exceeds 20 percent of their academic year salary. Extra compensation may be paid to eligible institutional personnel participating in programs approved or contracted by the institution in any or all of the following three categories:
    - a. Category I: Credit and Non-Credit Instruction
      - (1) Extra compensation shall be paid for credit work within the maximum unit rates in a schedule approved by the Board.
      - (2) Extra compensation schedules for non-credit work will be formulated by each institution.

7. b. Category II: Participation in Applied Research Studies and Preparation of Education Materials in the Non-Credit and/or Public Service Sectors

The rate of extra compensation for participation in applied research studies such as those carried out by public service units of the institutions and/or for preparation of educational materials shall be established by each institution.

For purposes of this policy, the studies referred to are those conducted on behalf of communities, groups, and agencies as a part of the institution's service program. They generally are characterized by the gathering of data related to a particular problem, the organization and analysis of these data in such a way as to increase understanding and provide insights into the problem, and the presentation of alternative courses of action which are available to the communities, groups, or agencies.

Educational materials as used in this policy refers to those materials of special significance and continuing value which may be needed for a particular non-credit program and which may be used in future non-credit programs.

c. Category III: Consultative Services

The rate of extra compensation for consultative services shall be established by each institution.

For purposes of this policy the consultative services referred to are those contracted with communities, groups, and agencies outside the institution. Usually the services are in the form of technical assistance using the expertise of the faculty and applying it to the problems of the communities, groups, and agencies.

8. Advanced approval to pay extra compensation to eligible personnel must be obtained by written request. This request should be made by the client group needing the services for which it will contract, and directed to the President or his designee. Extra pay for teaching faculty and administrators must be approved by the President or designee.
9. It is recognized that on occasion institutions may experience staffing patterns (e.g., excessive part-time faculty ratios) which would warrant - until the pattern is changed - permitting regular, full-time faculty to teach credit courses for extra compensation. Institutions which are required to exercise this option must seek prior approval of the Chancellor, whose decision will take into account guidelines defining those staffing patterns which would warrant exercising the option.
10. All extra compensation shall be reported to the Chancellor at the end of each fiscal year, using such forms as may be designated by the Chancellor.

Policy II:01:02  
Revised: 7/1/90

EXTRA COMPENSATION SCHEDULE FOR  
CREDIT INSTRUCTION AND  
GUIDELINES FOR PART-TIME FACULTY  
COMPENSATION

Extra Compensation

Pursuant to Section 7.a. of the Extra Compensation Policy, No. 5:02:04:00, the following schedule shall apply for extra compensation effective July 1, 1989, and shall remain in effect until modified or revised by the Board:

<u>Rank</u>	<u>Semester Credit Hrs.</u>
Professor	\$ 595
Associate Professor	535
Assistant Professor	455
Instructor	395

The rates set forth in the above schedule are maximum rates for semester credit hours. However, under extenuating circumstances exceptions may be made upon prior approval by the Chancellor.

Part-Time Faculty Compensation

Pursuant to Section D.3. of the General Personnel Policy, No. 5:01:00:00, the rates set forth in the above schedule for extra compensation for credit instruction shall serve as guidelines for compensation of part-time faculty for credit hours taught. While part-time faculty may not hold academic rank, the presidents of institutions may, in their descretion, vary the compensation of part-time faculty under the schedule by rank on the basis of the person's education qualifications and professional experience. Exceptions to the schedule for part-time faculty may be approved by the presidents of institutions, with appropriate documentation retained as part of the personnel records of the persons involved.