

April 2, 2003

MEMORANDUM

TO: Faculty

FROM: G.P. "Bud" Peterson
Provost

RE: Supplemental Pay Policy for Faculty - Revised

Effective May 18, 2002, we implemented a revision to the policy that governs supplemental pay for faculty. In the correspondence associated with that policy, we stated that the policy would be reviewed annually. Attached is a revision to that policy which further clarifies it but does not alter its intent.

The *Rensselaer Plan* calls for incorporating the educational programs for working professionals as a "Core Enterprise." A key step in this effort is to ensure that the resources provided to the schools and departments, including the support for faculty, teaching assistants, etc., will allow these activities to be incorporated as part of the normal academic workload. We are addressing this through Rensselaer's compensation strategy/philosophy and the development of a faculty workload planning tool that will be used in the performance based budgeting process.

Under this policy, faculty will not receive supplemental pay for teaching courses in which there are both on-campus and distributed students, during the academic year or the summer, nor, except in special cases **approved in advance** as per the policy, will they receive additional compensation for overload courses, independent study or thesis supervision courses. As is already the case in several departments/schools, these activities will be integrated into the normal academic year workload or normal summer compensation practice.

Under the policy (<http://www.rpi.edu/dept/provost/main.html>), which will be reviewed annually, supplemental pay will be provided only for the special situations outlined in the policy and only when adequate justification has been provided. In addition, all supplemental pay requests must be processed through the respective Department Chair, fund manager, Dean, Provost and Vice President for Human Resources, prior to being forwarded to the Payroll Office.

April 2, 2003

MEMORANDUM

TO: Vice Presidents, Deans, Department Chairs and Directors

FROM: G.P. "Bud" Peterson, Provost
Curtis N. Powell, Vice President for Human Resources

RE: Supplemental Pay Policy for Faculty - Revised

Attached is a revised Supplemental Pay Policy for Faculty intended to clarify it more explicitly but leaving the intent of the present policy in tact.

As indicated in the attached policy, all recommendations for supplemental pay for faculty will require the signature of the Department Chair, fund manager, Dean, Provost and Vice President for Human Resources; signature authority on these requests may not be delegated to Administrative Assistants, Financial Managers, or Directors.

All requests for supplemental payment must be submitted for approval on the attached forms, and must be approved in advance. Once approved by Human Resources, the approved form will be returned to the School Financial Manager to be submitted to payroll upon completion of the work.

Questions regarding supplemental pay policies for faculty should be directed to the Office of the Provost.

xc: Shirley Ann Jackson, President

POLICY ON SUPPLEMENTAL PAY FOR FACULTY
Rensselaer Polytechnic Institute
Revised 5/1/2003

Introduction

In order to be consistent with the overall institutional goals as outlined in the Rensselaer Plan, the compensation policy developed by the Office of Human Resources, and the performance based budget process, the attached policy governing supplemental pay for faculty will become effective May 1,2003.

Supplemental Pay for all Faculty:

Supplemental pay for full time faculty employed at Rensselaer will normally be limited to:

- Administrative Supplements as defined in appointment letters.
 - Summer salary* resulting from scheduled summer session courses computed as follows:
 - Academic Year Salary/1440 = hourly rate
 - 3 credit course = 160 hours x hourly rate
 - 4 credit course = 210 hours x hourly rate
 - Other courses, pro-rated appropriately
- or from specific course development or teaching related activities as assigned and approved.
- Summer salary* resulting from externally funded research activities as described in the initial proposal and approved by the Office of Research Financial Administration.
 - Compensation for Credit Bearing Intensive Courses including (i) On-site weekend courses, e.g., General Motors, Northern Virginia, etc. (ii) EMBA, weekend MBA and MS courses, and (iii) Corporate, non-degree programs. Faculty members whose other responsibilities constitute a full teaching load as determined by their Department Chair and Dean may receive additional compensation for teaching in these programs. They will be compensated at a rate of \$2,700 a weekend or \$900 per half day session, where a "weekend" is defined as three one-half day sessions. Courses that are team-taught will be prorated accordingly using the total amount as described above. This activity should be approved using the institute consulting policy.

All recommendations for supplemental pay for faculty must be processed through the respective Department Chair, fund manager, Dean, Provost and Vice President for Human Resources, prior to being forwarded to payroll. Signature authority on these requests may not be delegated to Administrative Assistants, Financial Managers, or Directors.

* A faculty member may receive a **maximum of 12 weeks supplemental pay** (1/3 of the academic year) during the 14 week summer period.

Approval Process:

All requests for supplemental payment must be submitted for approval on the attached forms. All requests for supplemental payment must be approved in advance. Once approved by Human Resources, the approved form will be returned to the School Financial Manager. The School Financial Manager will be responsible for ensuring that the work described has been completed. Once the work has been completed, the School Financial Manager will submit the approved form to payroll.

Questions regarding the supplemental pay policies should be directed to the Office of the Provost.

Approved: approved on 4/15/03
Shirley Ann Jackson, President Date

Revised: _____
Shirley Ann Jackson, President Date

INSTRUCTIONS

The Faculty Supplemental Authorization should be used for all individuals holding faculty titles. This form is not intended for use for supplemental payments for staff.

This form should now be submitted for all with Dean, Provost and Human Resources approval.

SUMMER SUPPLEMENTAL (208S)

As stated in the Handbook, all supplemental summer pay will be based on a faculty member's salary for the coming academic year. A faculty member may receive a **maximum of 12 weeks supplemental pay** (1/3 of the academic year) during the 14 week period.

Authorizations should be properly routed to the Provost Office by **May 1**. Delayed or revised authorizations must be received at least four weeks prior to the applicable scheduled payment date. Failure to meet this schedule will result in the payment being delayed one pay period.

Payments for the summer will be from 6/15 - 8/31 (spread over 6 payments) unless otherwise indicated on this form. If paperwork is late, payments will be spread over the remaining pay dates for the summer. Example: If an authorization is received on July 1, payments will be spread over the 4 remaining pay periods: July 15, July 31, August 15, and August 31.

Approved Faculty Supplemental Pay Forms will be returned to the Schools by the Division of Human Resources. To finalize the payment, Schools must sign the form at the bottom and forward to Payroll.

The Faculty Supplemental Authorization Form should be used for changes to faculty pay only. Changes in FOAPA distribution should be made on a Labor Distribution Change Form or Changed through the Labor Distribution Process.

Labor is charged the following way:

This authorization form acts as a direct charge. If a restricted fund is charged, a verification report will be issued to the employee at the end of the period/semester. The verification report must be signed and returned to the Controller's Office to satisfy external audit requirements. If this report is not signed and returned, the charges will be transferred to the department.