

UHCL POLICY FOR EXTRA COMPENSATION IN EXCESS OF BASE SALARY Policy 6.11/FSEC.2004.001

(1.0) Purpose

(1.1) This Policy establishes guidelines for the total allowable compensation paid to faculty and staff from university-controlled funds to ensure compliance with state and federal regulations, with particular consideration given to OMB Circular A21, University of Houston Regents, UHS System and UHCL policies.

(2.0) Existing Policies and Regulations

(2.1) Existing External Policies and Regulations - The first priority of employees of the University of Houston-Clear Lake is the accomplishment of the duties and responsibilities assigned to their position of employment within the University of Houston System (SAM 02.A08). UH Board of Regents Policy, Paragraph 21.05, "Faculty Workload," reads as follows: "Each component university, in compliance with state law, shall adopt and maintain faculty academic workload rules and regulations directed toward attaining the greatest educational benefit from the expenditure of public funds. All such rules and regulations must be approved by the chancellor or his or her designee and adopted by the board." "The faculty academic workload rules and regulations shall be reported to the Texas Higher Education

Coordinating Board and included in the operating budgets and faculty handbooks of each component university.(04/15/99)" Federal OMB Circular A21 specifies that "charges for work performed on sponsored agreements by faculty members during the academic year will be based on the individual faculty member's regular compensation for the continuous period which, under the policy of the institution concerned, constitutes ... salary basis" (OMB Circular A-21, J.10.d.(1)). Charges for work performed on sponsored agreements during the summer months or other period not included in the base salary period (academic year) will be determined at a rate not in excess of the base salary, divided by the period of nine months (OMB Circular A-21, J.10.d.(1)).

(2.2) Existing Internal Policies and Regulations - UHCL Policy 6.1, "Workload Policy for Faculty", specifies that normal workload for full-time tenure track faculty members equals nine (9) semester credit hours per long semester in the academic year. Mentoring, advising, curriculum development, service and research/scholarly/creative activities that are beyond the normal nine-hour teaching load shall be counted as the equivalent of three semester credit hours. The deans of each College have authority to assign duties.

(3.0) Additional Compensation Policy for Faculty

It is the policy of the University of Houston – Clear Lake not to provide additional compensation over and above 100%FTE to faculty except in unusual circumstances. However, there are sometimes special and extenuating circumstances outside normal duties for which additional compensation may be justified. This document describes the parameters within which additional compensation may be provided to these faculty members. Additional compensation may be granted only with advance approval.

(3.1) Additional Compensation:

Faculty who work on special projects outside their normal duties may receive additional compensation as follows:

(A) Teaching regularly scheduled academic classes, including off-campus and web-based distance education courses, as an overload assignment during the academic year or during the summer.

(B) Teaching and/or coordinating contract or continuing education (non-credit) courses (including short courses, seminars, workshops, and conferences) scheduled at departmental, college or university level.

Additional compensation includes compensation from any university account. Research grants funded by external agencies are thus included in the term additional compensation. Additional compensation to be paid from contract or grant accounts must have prior approval from the sponsoring agency before institutional approval can be given.

(3.2) Amount of Additional Compensation:

With prior approval of the appropriate dean and the Provost, faculty on nine-month contracts may receive additional compensation beyond their contract level. An equivalent of three months for those on nine-month contracts may be received in additional compensation if properly approved prior to the activity or activities. Please note that this amount will be reduced by any teaching or regular summer assignment pay. Regular summer assignments do not require approval. With prior approval of the appropriate dean and the Provost, faculty who have received the equivalent of their twelve-month salary in total university compensation, and faculty and staff on twelve-month contracts, may receive additional compensation beyond the level specified in the paragraph above. Any additional compensation so received in both instances cannot exceed \$15,000 or 20% of the twelve-month salary, whichever is greater, in a fiscal year.

(4.0) Process

Process for Approval of Additional Compensation - Approval for additional compensation will be documented on the Personnel Action Request (PAR) and routed through the appropriate approval channels to the Office of Human Resources.