


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 5:028	Supersedes Policy Number: 5:028
Date: January 7, 1999	Dated: September 11, 1995
Subject: Summer Session, Intersession, and Extra Compensation	
Initiating Authority: VP for Fin. and Admin. and VP for Acad. Af.	TBR Policy/Guideline Reference: 5:02:04:00, 5:02:04:10
Approved:  President	

Tennessee Board of Regents Compensation Policies (Policy No. 5:02:04:00 and 5:02:04:10) are hereby incorporated into and made a part of this policy in order to provide standard compensation policy for regular employees of the University.

The University recognizes the need for faculty and staff to be involved in public service and continuing education activities sanctioned by their assignments. The University also recognizes, however, that under certain conditions these activities may have to be performed as an extra assignment and that in these instances additional compensation may be warranted. The following general provisions cover the circumstances under which extra compensation may be paid and the limitations upon such compensation.

I. Extra Compensation

A. General Provisions

1. Salaries paid for teaching in intersession and summer session are not considered extra compensation and are treated separately in this policy.
2. Extra compensation is to be used primarily for non-credit work, public service activities of the institution, research or other professional services performed under sponsored agreements, or - in extraordinary circumstances - for credit courses.

3. Extra compensation is not intended for those regularly scheduled, recurring credit or non-credit courses which should be planned and budgeted as a regular part of the faculty teaching load.
4. Full-time faculty or staff may be assigned to teach credit courses for extra compensation only in extraordinary situations and on an exception basis to cover unexpected and unplanned staffing vacancies or credit course offerings. Every effort should be made to plan credit course offerings within the teaching load assignments of the regular full-time or adjunct faculty.
5. Exceptions to this policy may be granted by the appropriate division head for appropriate and documented cause on a case by case basis. Exceptions must not exceed one semester in duration. Exceptions to this policy which, by plan, will exceed one semester in duration, must be approved in advance by the Chancellor.
6. Advanced approval to pay extra compensation to eligible personnel must be obtained by written request. All employees must obtain approval from their current supervisor before accepting employment requiring extra compensation. After supervisory approval has been obtained, the written request will be initiated by the employing office and sent for final approval through the appropriate Division Head to the Human Resources Office. Written requests should be submitted using the Temporary Help Pay Authorization Form or the Request for Extra Compensation Form as appropriate. Funding must be budgeted in the appropriate account to support the request. Any department that wishes to employ a permanent clerical or support employee for extra compensation must first coordinate with the Human Resources Office to determine if overtime is applicable and the appropriate rate of pay.

B. Conditions Governing the Use of Extra Compensation

1. The services are performed in addition to the employee's full workload and entirely outside of his/her scheduled work hours or while on annual leave.
2. Qualified adjunct faculty or other assigned personnel are not readily available to perform the required work.

3. The additional duties will not interfere with the performance of regularly assigned responsibilities and duties.
4. Extra compensation for services rendered by a University employee to another state agency or to another public institution of higher education will be paid by the contracting agency to the institution pursuant to TBR Guideline G-030.

C. Limits on and Rates of Extra Compensation

Extra compensation is subject to the following limits:

1. Full-time faculty or staff may not receive extra compensation for more than two credit courses per semester or 15 clock hours per week or 400 clock hours per academic year, whichever is applicable (T.C.A. 49-5-410).
2. Full-time faculty or staff on fiscal year contracts may not receive extra compensation which exceeds 20% of his or her full fiscal year salary. Longevity pay is excluded from the extra compensation limit.
3. Full-time faculty or staff on academic year contracts may not receive extra compensation which exceeds 20% of an equated fiscal year salary (125% of academic year salary). Longevity pay is excluded from the extra compensation limit.
4. The following maximum rates per credit hour of instruction shall apply when calculating extra compensation for full-time faculty or staff teaching credit courses.

<u>Rank</u>	<u>Rate per Semester Credit Hour</u>
Professor	\$700
Associate Professor	\$650
Assistant Professor	\$600
Instructor	\$550

5. Faculty research or other professional services performed during the academic year under sponsored agreements may be compensated at a rate not to exceed a total of 20% of the monthly rate of base pay for each month of documented effort performed under such agreements.

II. Summer Session and Intersession

The University recognizes and considers summer session and intersession assignments of faculty as separate assignments from academic year appointments. It is further recognized that compensation for faculty assignments during summer sessions and intersessions should be a factor of the regular academic year salary which takes into account the nature and extent of the duties and responsibilities involved in these separate appointments. To provide for such appropriate levels of compensation for faculty service during summer sessions and intersessions, the University provides the following compensation:

Category A: Regular academic year faculty personnel who serve the institution as teaching faculty during intersessions and summer sessions.

Faculty in this category shall be compensated at the rate of 1/32 of their academic year salary per semester hour of teaching load. The maximum summer and intersession pay may not exceed 25 percent of the preceding academic year salary; however, except as needs are determined by the institution, a faculty member may teach and be compensated for nine semester hours for the summer term with appropriate documentation of need maintained at the institution.

Category B: Regular academic year faculty who serve under sponsored contracts for research and other professional services between academic years.

Compensation for personnel in this category shall not exceed the rate equivalent to one-ninth per month of the preceding academic year salary. If the faculty member works on a part-time basis on a sponsored contract project, the pay should be adjusted accordingly.

Category C: Division/Department Heads on an academic year appointment.

The level of compensation for these administrators should be commensurate with the duties assigned. For a full-time assignment, the rate of pay shall not exceed 25 percent of the preceding academic year salary.

Category D: Part-time faculty.

The level of compensation for faculty in this category should follow the schedule set forth in TBR Guideline P-050 (Part-Time Faculty Compensation).

Any exception to the compensation provisions indicated above will require approval by the Chancellor of the Tennessee Board of Regents.

III. Payment Schedules for Regular Employees.

A. Instruction

- (1) Payment for the fall on-campus term will be made with the faculty December payroll.
- (2) Payment for the Spring on-campus term will be made with the May monthly payroll at the end of the month.
- (3) Payment for intersession terms and terms at the Fort Campbell Center, other than the summer term, will be made on the regular monthly payroll. If the term ends within five working days after the end of the month, payment will be made at the end of the preceding month; otherwise, payment will be at the end of the following month.
- (4) Payment for summer terms will be made at the end of the term unless the term ends within five working days of the end of the preceding month or after the 20th of the current month. For the former, payment will be made at the end of the preceding month and for the latter will be made at the end of the current month.

B. Non-Instruction

Extra compensation for non-instructional duties ordinarily will be paid on the employee's next regularly scheduled payroll following completion of the additional work.