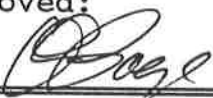


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 5:017	Supersedes Policy Number: 5:017
Date: February 18, 1991	Dated: August 1, 1986
Subject: Extra Compensation for Faculty	
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: 5:02:04:00
Approved:  President	

Tennessee Board of Regents Extra Compensation Policy (Policy No. 5:02:04:00) is hereby incorporated into and made a part of this policy insofar as faculty with nine or twelve-month appointments are concerned. (See PPM 5:028 for non-faculty extra compensation.)

All full-time or permanent part-time faculty on either academic or fiscal year appointments shall be eligible for extra compensation. Extra compensation may be paid to eligible personnel participating in (1) credit and non-credit instruction, (2) applied research studies and preparation of special education materials in the non-credit and/or public service sectors, and (3) consultative services.

Extra compensation may be paid when the following conditions exist:

- (1) The work is in addition to duties and responsibilities assumed as a part of the assigned, normal full work load.
- (2) Qualified adjunct faculty or qualified persons within the University are not readily available to perform the work as part of their normal work load.
- (3) The additional duties will not interfere with the performance of regularly assigned professional responsibilities and duties.
- (4) The budget is adequate to pay extra compensation.

Advanced approval to pay extra compensation to eligible personnel must be obtained by written request. This request shall be made to the appropriate dean and to the Vice President for Academic Affairs.

Salaries paid for teaching in intersession and summer session shall not be considered extra compensation.

Limitations

- (1) No faculty member shall receive extra compensation for more than one credit course per term.
- (2) Total annual earnings of nine-month and twelve-month faculty may not exceed 120% of their academic and fiscal year's salaries, respectively.