

**COMPENSATION**

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## 9 COMPENSATION

### 9.1 UMBC SPECIAL SESSIONS COMPENSATION SCHEDULE

Faculty teaching in summer or winter sessions are paid by the Office of Summer, Winter & Special Programs according to a standard [faculty salary](#) compensation schedule. Salaries are paid by course and are based on the faculty member's rank and number of course credits. In 1999 the Faculty Senate approved an annual 3% percent increase in the compensation schedule effective at the beginning of each summer session. The annual increase is reviewed and approved by the Provost's Office and published on the [SWSupport.umbc.edu](http://SWSupport.umbc.edu) website.

### 9.2 POLICY ON SALARY ADVANCES

([Board of Regents Policies and Procedures VII-4.30](#); Approved by the Board of Regents, June 21, 1990)

1. Salary advances against unearned income generally shall not be made to employees.
2. Exceptions to this Policy shall be authorized by the Chief Executive Officer of the constituent institution or component.
3. Authorized salary advances shall not exceed 90 percent of the expected biweekly salary.
4. Copies of the authorization shall be provided to the Chancellor.
5. The advancing of sick leave as provided by the University System of Maryland is exempt from the provisions of this Policy.

### 9.3 UMBC POLICY ON ADDITIONAL COMPENSATION

(Approved by the Faculty Senate February 13, 2001; amended August 4, 2005; amended by the Provost, January 9, 2006. Implementation of [Board of Regents Policies and Procedures II-1.22](#) on Faculty Appointment Letters or Contracts, approved by the Board of Regents, July 7, 2000. Section headings and paragraph style adapted to the format of this *Handbook*.)

#### 9.3.1 Purpose

Pursuant to the USM Policy concerning academic appointments, this UMBC policy is adopted to provide terms under which additional, overload compensation from UMBC may be earned by full-time faculty members.

#### 9.3.2 Introduction

The USM policy permits each institution to specify whether a faculty member is appointed for an academic year or a fiscal year and to specify the beginning and end dates of the appointment. Each institution must also develop a policy on "summer compensation" for full-time faculty on academic year appointments.

As used in the USM Policy, the term “summer compensation” means activities engaged in by individual faculty members outside of the normal academic year and for which the faculty members received compensation paid through UMBC. By long established practice and/or policy, this summer compensation or “additional compensation” as used in this policy, was limited to 26.3% of the academic year salary. Under the flexibility afforded by the USM policy and in recognition of standard practices by other research universities nationwide, faculty members who opt to convert to a nine month academic year appointment, may now earn 33.3 % of their academic year salary as additional compensation.

By its adoption of this policy, UMBC seeks to encourage appropriate and properly sanctioned additional activities by the faculty that may result in extra compensation earned through UMBC. Such appropriate activities include, but are not necessarily limited to, teaching, research, professional consulting, invention and entrepreneurship, technical or professional innovation, and clinical practice. In recognition of the fact that these activities may not be limited to summer months, this policy addresses the concept of additional compensation in total, not merely compensation earned during the summer. Concurrently, we must observe current policies and monitoring mechanisms to preserve and ensure a balance within the professional commitments of the faculty, including the traditional basics of teaching, research, and service.

### 9.3.3 Limits on Additional Compensation

The following limits on additional compensation are consistent with the nature of faculty members' responsibilities and the distribution of those responsibilities over the academic year and the summer months:

- A. Faculty members with 10-month academic year appointments may earn up to 20% of their academic-year base salary as additional compensation.
- B. Faculty members with 9.5-month academic-year appointments may earn up to 26.3% of the academic-year base salary as additional compensation.
- C. Faculty members with 9-month academic year appointments may earn up to 33.3% of the academic-year base salary as additional compensation.
- D. Faculty members with significant administrative responsibilities (e.g., department chairs, program directors), who receive an administrative supplement to their academic-year base salary and who have a 12-month fiscal-year appointment, may receive additional compensation up to 33.3% of their academic-year base salary.
- E. Faculty administrators with fiscal-year appointments (e.g., Vice Provosts, Associate Vice Provosts, Associate Deans, Assistant Deans) and faculty members with Sponsored Research Appointments (33.3% salary supplementation) are not eligible for additional compensation.

### 9.3.4 Overload Compensation

Additional professional activities can be beneficial for both the individual and the university, but such activities must be balanced against existing commitments, workload expectations, and policies governing conflicts of interest and/or commitment, if applicable. The guidelines set forth below shall be used for determining when a faculty member may receive additional compensation over the normal limits specified in Section 3. The factors shown below are to be considered all together and *in light of the specific circumstances of each case*, with no single factor determining the outcome. The factors are as follows:

- a. Workload expectations are being met and past expectations have been met
- b. Prior or current teaching workload reductions
- c. The nature of the activity for which the exemption is requested
- d. Consistency with the mission and strategic objectives of the university
- e. The suitability and unique qualifications of the faculty member to perform the activity

The final decision to grant the exemption shall be made in the sole discretion of the Provost based upon the merits of the application, the guidelines, recommendations by the chair and dean, and such other facts and circumstances as the Provost deems appropriate to each individual application.

The faculty member requesting the exemption is responsible for knowing and complying with the limitations and conditions imposed by their individual circumstances and for informing the chair of all UMBC funded activities. *It is also expected that if the originating source of funding is internal to UMBC, then the internal funding source shall inform the department chair of the offer of funding made to the department faculty member.*

### 9.3.5 Procedure for Applying for an Exemption

Any faculty member desiring an exemption to exceed the additional compensation limit, must apply in writing. At a minimum, the application must identify all sources of university income, specify all current workload assignments and commitments, and address in detail the factors set forth above in Section 4. The application must also contain the faculty member's certification that the additional work and the associated compensation will not violate conflict of interest/commitment laws nor any regulations or terms imposed by that faculty member's grant or contract sponsors.

The application for an exemption must be routed through, and contain the written concurrence of, the department chair and the appropriate Dean. The written recommendations by the chair and dean must be based upon their respective consideration of the circumstances of the individual case and the guidelines contained in Section 4. If approved by the Dean, the Dean will forward the application to the Office of the Provost.

Each application must be submitted to the department chair no later than 20 working days in advance of entering into the arrangement by which the additional compensation is to be paid. If the department chair recommends approval of the application, the chair will forward the application together with the chair's comments to the respective dean within 7 working days of receipt of the complete application. If the dean recommends approval, the dean will forward the application together with the dean's comments, to the Provost within 7 working days of receipt of the complete application from the chair. The Provost will notify the applicant of the status of the application within 5 working days of receipt of the application from the dean.

### 9.3.6 Limitations on Availability

Availability of additional compensation shall also be subject to prohibitions, limitations and or restrictions contained in sponsored research agreements, USM or UMBC policies, federal and/or state law, or terms contained in appointment letters or agreements with individual faculty members.

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