

Arkansas State University - Jonesboro

Effective Date: 11-15-11

Number: 02-05

Section: Academic Affairs

Subject: Extra Compensation for Faculty

The salary of full-time faculty members, chairs of academic departments, and directors at Arkansas State University is considered as compensation for all regular assigned activities performed in the areas of teaching, research, administration, or service for or in the name of the university. However, the University is aware that these individuals may be called upon from time to time to perform additional tasks which are above and beyond their assigned responsibilities. Full-time faculty members, chairs of academic departments, and directors may be approved to receive additional compensation for assuming such responsibilities. Exceptions to this guideline must be approved by the Chancellor of the University. Activities eligible for extra compensation under this guideline are of two types and all must be self-supporting activities.

Type I. Non-credit activities funded from sources other than the University budget

1. Instructional: courses, workshops, seminars, in-service training, and similar activities.
2. Other: service activities, research assignments, consultation, collaborations, or creative works.

Type II. Off-campus credit courses

General restrictions are applicable to both types:

1. The dean or supervisor must certify that the individual is working a full load and that the activity for which additional compensation is recommended is beyond the normal expectations of the position.
2. The task for extra compensation shall not interfere in any way with the regularly assigned teaching, research, service, advising, or administrative responsibilities of the individual, as certified by the dean/department chair/supervisor. Classes shall not be missed in order to engage in these activities.
3. A request for extra compensation must be approved in advance of the activity by the dean/department chair/supervisor and the appropriate vice chancellor.
4. Extra compensation will not be allowed when a conflict of interest is involved.

Restrictions which apply to Type I activities only are:

1. Regularly assigned activities of one's primary department or a department in the same college do not qualify for additional compensation.
2. Activities must be self-supporting.

Restrictions which apply to Type II Activities only are:

1. A faculty member is limited to one off-campus credit course per contract period for extra compensation. Budgeted university funds may be used for this purpose. (During summer sessions, individuals are limited to a total teaching load of six credit hours per five-week session, including both on- and off-campus courses.)
2. Monthly line-item maximum salaries may not be exceeded because of payments resulting from extra compensation.
3. The stipend which may be paid for teaching off-campus credit courses may be revised periodically by the Provost and the Vice Chancellor for Finance and Administration and will be limited by the line-item maximum salaries for each rank.

Compensation under this guideline shall be governed by the following:

1. Stipends for extra compensation for both Type I and Type II Activities must be paid at the regular pay period for the time period in which the work is performed. That is, compensation may not be paid during the summer or an interim period for service performed during the academic year.
2. The maximum extra compensation that a faculty member can receive during a contract period for both Type I.A. and I.B. activities is limited to twenty (20) percent of the individual's contracted salary. The maximum extra compensation that a faculty member can receive during the summer for both Type I.A. and I.B. activities is limited to twenty (20) percent of the individual's salary for a full-time summer teaching load.
3. The maximum amount which may be paid as extra compensation for Type I.A. activities IS NOT LIMITED by the individual's line-item maximum salary.
4. The maximum amount which may be paid as extra compensation for Type I.B. activities IS limited by the individual's line-item maximum salary.

Reviewed 11/15/2011.