

# SAINT LOUIS UNIVERSITY

## ADDITIONAL COMPENSATION FOR FACULTY

Effective Date: September 1, 2010

Date Revised: N/A

Responsible University Official:

Vice President / Health Sciences

Vice President / Frost Campus

Vice President / Human Resources

### 1.0 INTRODUCTION

The University recognizes special circumstances that may result in additional compensation for faculty in addition to the regular salary that is paid for assigned, clinical research and teaching duties. This policy states that it is applicable to faculty only, established



1. Administrative: A ranked faculty member with an administrative assignment such as a dean, chair, or director. The administrative portion of the faculty assignment. (Use a Supplemental Pay EAPF to begin the assignment, and an End Job EAPF to terminate the assignment.)
2. Adjunct or Overload Assignment: A faculty member with a nine or twelve month appointment may, with proper authorization, accept a summer teaching assignment or, in extraordinary circumstances, provide services ~~that exceed~~ a full-time workload. The President may establish compensation ~~guidelines~~ for a particular school covering services provided during the summer. These guidelines and requirements will be communicated by the President in writing to the dean of the affected school, vice president, the budget office and the vice president for human resources. (Use an Additional Job or Rehire EAPF with an overload contract type.)

#### 4.0 RESPONSIBILITIES

All additional compensation requests must be approved in writing by the chair, dean, appropriate academic vice president, and vice president for human resources. Additionally, the ~~Office of Financial Planning and Budget (budget office)~~ or the ~~health sciences center finance office~~ must confirm funding availability for additional compensation requests for the ~~frost campus~~ or ~~health sciences center divisions~~ respectively. Human resources will review each request to ensure compliance. Any request involving additional compensation for a faculty member working on a government sponsored grant or subcontract must also be reviewed and approved by the ~~director of sponsored programs, vice president for research, and~~ director of compliance. If the additional compensation request is for an administrative assignment or an adjunct or secondary assignment, processed via EAPF, then the above approvals must be obtained prior to EAPF processing, and copies of those approvals retained in the department for random audit by human resources.

#### 5.0 PROCEDURES

## 7.0 APPROVALS

This policy was approved by the President and the Executive Staff of Saint Louis University.

Date Issued: July 1<sup>st</sup>, 2010