

OFFICIAL

Policy and Procedure Statement 5.05 Additional Compensation for Additional
Review Cycle: Dec. 1, E2Y Duties for Faculty Paid 100 Percent from
Review Date: 12/1/2016 Sponsored Programs
Reviewer: AVPR (12 paragraphs)

BACKGROUND/PURPOSE

1. This PPS establishes policies and procedures for increased compensation for tenured/tenure track faculty paid 100 percent from sponsored program funds for additional duties that would not be considered as part of his/her regularly assigned duties. Texas State is aware that certain members of the faculty have the interest and ability to develop very robust research, training and/or service projects that can generate substantial amounts of external funding. In situations where these types of sponsored projects clearly fit within the mission of the university and have the approval of the appropriate Chair and Dean, Texas State has approved the following procedure for addressing faculty compensation for additional duties.
2. Regularly Assigned Duties are duties assigned by the employing Department Chair as the regular workload. See AA/PPS Section 07.05.
3. Each faculty member is accountable to the University for 100% of the faculty member's regularly assigned duties and may not be paid for more than 100% time for performing those duties.

PROCEDURE

4. Faculty members who assume clearly definable additional duties related to externally funded sponsored projects and who are to be paid 100 percent from sponsored program funds can request to have their monthly base salary rate changed to adequately compensate them for the additional duties.
5. The appropriate Chair and Dean must clearly determine that the faculty member is undertaking additional duties that are not part of the duties for which the faculty member is already being compensated. For example, if a faculty member is hired for his/her expertise in a certain academic area and is expected as part of his/her regular duties to obtain external funding to support research/scholarship in that area of expertise, then he/she should not expect to increase his/her base salary just because of successfully obtaining external funding.
6. OMB Circular A-21 clearly states that faculty cannot be paid additional funds above their base salary level from sponsored programs for duties that would be viewed as part of their regular workload. For purposes of this PPS, compensation at the base salary rate from sponsored program

- funds during the summer months is not viewed as additional compensation for additional duties.
7. Texas State realizes that there will be situations where faculty are required to assume duties above and beyond what would reasonably be viewed as his/her regular duties. For example, a faculty member could be asked to serve as the director of a large (greater than \$1,000,000) grant or contract that required coordination and supervision of numerous staff and student employees. As another example, a faculty member might be asked to serve as the program coordinator/director of a multiple task project that includes numerous external entities, such as being the project director for a sponsored program that included several or all of the universities within the Texas State University System.
 8. When the appropriate Chair and Dean determine that a faculty member who is to be paid 100 percent from sponsored programs is clearly assuming duties that are well beyond those considered regular for that particular individual, the Chair and Dean can recommend to the Chief Research Officer (Associate Vice President for Research) that the faculty member be allowed to receive additional compensation. The amount of the additional compensation must be justified based upon the scope and extent of the additional duties and must be consistent with Texas State's compensation for individuals with comparable duties. In some cases, it may be appropriate for the faculty member to be given a change of title. For example, a sponsored project that involves multiple tasks, numerous students, faculty and staff, and has the potential to increase in size over time might require a faculty member to serve as a full-time director of the project. In that situation, it would be appropriate for the faculty member to have the title of Director.
 9. In all cases where it is determined that an adjustment in compensation is warranted, the Chair and Dean will clearly define in writing the salary determination process to be followed when the additional compensation can no longer be justified. This justification would include a statement as to how the new base salary of the faculty member will be determined. The Provost must approve all salary determination processes and adjusted salaries.
 10. For situations in which the Chair may require the faculty member to carry instructional duties in addition to the additional duties associated with the sponsored program, the Chair must be prepared to buy-back the desired amount of the faculty member's time at the new base, monthly salary rate. For example, if the faculty member's new base, monthly salary is \$8,000 and the Chair needs the faculty member to carry a 25% teaching load for the fall semester, the Chair must be prepared to cover 25% of \$8,000 for 4.5 months ($0.25 \times \$8,000 \times 4.5 = \$9,000$).
 11. Any salary savings that result from a faculty member being compensated by a sponsored project will accrue to the appropriate Chair and Dean, with approval of the Provost.

CERTIFICATION STATEMENT

12. This PPS has been approved by the reviewer listed below and represents Texas State's Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: _____ Review Date: _____
Reviewer: _____ Date: _____
Approved: _____ Date: _____

Gene Bourgeois
Provost and Vice President for Academic Affairs

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