

Rensselaer Polytechnic Institute
Policy on Supplemental Pay for Tenured and Tenure Track Faculty
and Non-tenured Instructional Staff
revised July, 2019

Purpose

To define and establish a policy for providing additional compensation to tenured and tenure track faculty and Non-tenured Instructional Staff.

Policy

Supplemental pay is in addition to a faculty member's nine month academic year salary for research, administrative responsibilities, overload instruction and/or summer instruction that are usually conducted outside the regular academic year. A faculty member on a nine-month appointment may receive a **maximum of 1/3 of their academic year salary during the off-semester (Summer).**

A. Research

Externally funded research activities as described in the research proposal and approved by the Office of Research Administration and Finance, or unfunded research as described in startup packages offered to incoming faculty.

B. Administrative

Faculty who are appointed to an administrative position such as department head or center director may be entitled to receive an administrative supplement for the duration of the administrative appointment. The administrative supplement must be documented in the appointment letter. Any academic year supplement **is excluded from the 3 month off-semester/summer supplemental pay maximum.**

C. Off-Semester (Summer) Instruction

Instruction assignments that are credit bearing and are above the standard base requirement. Payment will be computed as 1/27 AY Salary per credit hour taught or equivalent.

D. One-time Payments:

Any request for supplemental pay that is not covered above must be submitted in writing by the Dean to the Provost prior to the commencement of the additional work assignment. Examples may include the following:

- Base Overload Instruction
- Curriculum Development
- Faculty Awards
- Support of Instructional program outside of normal responsibilities

E. Other

Any request for supplemental pay that is not covered above must be submitted in writing by the Dean to the Provost prior to the commencement of the additional work assignment. In addition, it requires the

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approval of the Vice President of Human Resources to ensure additional work and/payment is properly reviewed and vetted.

Policy Exclusions

Endowed Chair/Scholar's funds: endowed chair or the related scholars fund may not be used to fund supplemental pay.

Standard Curriculum Development: curriculum development is part of a faculty members base responsibilities and therefore is not eligible for supplemental pay.

Research Incentive Funds: research incentive funds are designed to support and progress a faculty member's research activity and therefore should be used to support equipment, postdoctoral or graduate students, or other such items. Therefore, these funds cannot be used to support supplemental pay of faculty salary.

Procedure

The department head will be responsible for ensuring that the work described has been completed.

All requests for supplemental pay must be submitted on the Faculty Supplemental Pay Authorization Form.

Payments for Research (Code A) and Administrative Work (Code B) require the approval of the Department Head, the Academic Business Manager and the Provost Office Lead Business Manager since these payments have been approved by the Dean and the Provost as part of the appointment process and/or research proposal process. Payments for Off-Semester (Summer) Instruction (Code C) require the approval of the Department Head, the Academic Business Manager and the Provost Office Business Manager since course/program offerings have been reviewed and previously approved by the Vice Provost and Dean for Undergraduate Education, prior to courses being run

One-time Payments (Code D) require the approval of the Department Head, the Academic Business Manager and the Provost Office Lead Business Manager. In addition, it requires the approval of the Dean and Provost since work is outside the standard duties.

Other (Code E) require the approval of the Department Head, the Academic Business Manager and the Provost Office Lead Business Manager. In addition, it requires the approval of the Dean, Provost, and Vice President of Human Resources to ensure additional work and/payment is properly reviewed and vetted.

The Academic Business Manager is responsible for ensuring the supplemental pay remains on budget and is compliant with policy.