

**Rensselaer Polytechnic Institute**  
**Policy on Supplemental Pay for Tenured and Tenure Track Faculty**  
**and Non-tenured Instructional Staff**  
**Revised August 6, 2008**

**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** over a fiscal year.

**A. Summer Salary - Research**

Externally funded research activities as described in the research proposal and approved by the Office of Research Administration and Finance, or summer 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 and is excluded from the 3 month supplemental pay maximum.

**C. Base Overload Instruction and 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. Other**

Any request for supplemental pay that is not covered above must be submitted in writing by the Dean to the Provost and the Vice President for Human Resources prior to the commencement of the additional work assignment.

**Policy Exclusions**

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

**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.

**Rensselaer Polytechnic Institute**  
**Procedure on Supplemental Pay for Tenured and Tenure Track Faculty**  
**and Non-tenured Instructional Staff**  
**Revised March 24, 2014**

**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 Summer 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.

Summer Instruction (Code C2) requires the approval of the Department Head, the Academic Business Manager and the Provost Office Lead Business Manager since course/program offerings have been reviewed and previously approved by the Vice Provost and Dean for Undergraduate Education, prior to course being run.

Payments for Base Overload Instruction (Code C1) require approval from the Provost prior to the courses being run for the term. Base Overload Instruction (Code C1) and Other (Code D) require the approval of the Department Head, the Academic Business Manager, the Academic Dean, the Provost Office Lead Business Manager, the Provost, and the Vice President for Human Resources.

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