

Memorandum of Administrative Policy Extra Compensation in Excess of Base Salary

Area: Academic Affairs

Section: Faculty Workload and Pay

Number: 05.A.04 AP

Purpose

This policy establishes guidelines for the total allowable compensation paid to faculty and staff from university-controlled funds to ensure compliance with state and federal regulations, with particular consideration given to OMB Circular A21, University of Houston Regents policies, UHS System policies, and UHCL policies.

Existing Policies and Regulations

1. Existing External Policies and Regulations – The first priority of employees of the University of Houston–Clear Lake is the accomplishment of the duties and responsibilities assigned to their position within the University of Houston System. UH Board of Regents Policy Paragraph 21.05 states that each component university must adopt and maintain faculty academic workload rules and regulations that comply with state law and support the educational mission. These rules must be approved by the chancellor or designee, adopted by the board, reported to the Texas Higher Education Coordinating Board, and included in each university's operating budget and faculty handbook. Federal OMB Circular A21 specifies that charges for work performed on sponsored agreements by faculty during the academic year will be based on the faculty member's regular compensation for the continuous period that constitutes the salary basis. Charges for work performed on sponsored agreements during the summer or

other periods outside the base salary period will be determined at a rate not exceeding the base salary divided by the nine-month period.

2. Existing Internal Policies and Regulations – UHCL Policy Workload Policy for Faculty, specifies that normal workload for full-time tenure-track faculty equals nine semester credit hours per long semester. Mentoring, advising, curriculum development, service, and research or scholarly activities beyond the normal nine-hour teaching load are counted as equivalent to three semester credit hours. Deans have the authority to assign duties.

Additional Compensation Policy for Faculty

It is the policy of the University of Houston–Clear Lake not to provide additional compensation above 100 percent FTE except in unusual circumstances. However, special or extenuating circumstances may justify additional compensation, which must receive advance approval.

1. Additional Compensation: Faculty who work on special projects outside normal duties may receive additional compensation as follows:
 - a. Teaching regularly scheduled academic classes, including off-campus and web-based distance education courses, as overload assignments during the academic year or summer.
 - b. Teaching or coordinating contract or continuing education non-credit courses, including short courses, seminars, workshops, and conferences. Additional compensation includes pay from any university account, including research grants funded by external agencies. Compensation from contract or grant accounts requires prior approval from the sponsoring agency before institutional approval.

- c. Amount of Additional Compensation: With prior approval of the dean and the Provost, faculty on nine-month contracts may receive additional compensation beyond the contract level. Up to the equivalent of three months of the nine-month salary may be paid as additional compensation if approved in advance. This amount is reduced by any teaching or regular summer assignment pay. Regular summer assignments do not require approval. With prior approval, faculty who have received the equivalent of their twelve-month salary in total university compensation, and faculty and staff on twelve-month contracts, may receive additional compensation beyond that level. Additional compensation cannot exceed \$15,000 or 20 percent of the twelve-month salary, whichever is greater, in a fiscal year.

Process

Approval for additional compensation will be documented on the Personnel Action Request (PAR) and routed through the appropriate approval channels to the Office of Human Resources.