

 <p><b>Category:</b> Faculty Compensation</p> <p><b>Policy applicable for:</b> Faculty Administrative Appointments and Additional Compensation Situations</p>	<p><i>Policy Title:</i> <b>Administrative Stipends and Additional Compensation for Faculty</b></p> <p><b>Effective Date:</b> 8/15/2013</p> <p><b>Prior Effective Date:</b> 10/01/2009-08/14/2013 (former policy title – Additional Compensation (ADL) For Faculty)</p> <p><b>Enabling Acts:</b> N/A</p>	<p><i>Policy Number:</i> <b>14-07.1</b></p> <p><b>Policy Owner:</b> Sr. VP for Academic Affairs and Provost</p> <p><b>Responsible Office(s):</b> Provost Business Office College Business Offices Human Resources / Compensation</p>
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## Background

The Office of the Senior Vice President for Academic Affairs and Provost seeks to clarify the definitions for Wage Types that are used to process Stipends, Extra Compensation and Additional Compensation for Faculty members in the colleges and academic units subject to Provostal oversight.

## Policy/Definitions

- **ADMINISTRATIVE STIPEND – 0ADM:** An additional payment available to faculty members who are assigned additional administrative (non-teaching) duties for a fixed or indefinite but temporary period of time. This may include appointments as Dean, Associate Dean, Assistant Dean, Department Head, etc. These payments are considered part of the person’s Institutional Base Salary and must be processed on the Primary Assignment.

The SALARY 2 Stipend is only increased or decreased upon recommendation of the College Dean and the review and approval of the Senior Vice President for Academic Affairs and Provost or his assigned designee.

- **EXTRA COMPENSATION SPONSOR-FUNDED – 0EXC:** An additional payment available to faculty members conducting approved research during the Academic Break Periods as defined by Sponsored Research Services. These payments are required to be paid using GRANT FUNDS ONLY. These payments are capped at 14/32’s of the faculty member’s base salary and must be processed on the Primary Assignment. Completed and signed Labor Verification Statements (LVS) and the EXC Calculator Spreadsheet must accompany the request for payment.

Available for (2) Semester (formerly called “9-month”) Faculty Only. See *Related Links* for EXC Policy and forms.

- **EXTRA COMPENSATION NON-SPONSOR FUNDED – 0EXN:** an additional payment to members of the faculty for non-teaching and non-sponsor related activities performed during the faculty member’s Academic Break Period (semester). These assignments must be approved in advance by the College Dean or Academic Unit Head. These payments are capped at 14/32’s of the faculty member’s base salary.

These payments are available for (2) Semester (formerly called “9-month”) Faculty only and are not considered part of the faculty member’s “base salary” and must be processed on NON-SPONSORED account lines.

Examples of an assignment covered by 0EXN include: providing student advising during intersession periods; providing training services under a contract between the university and a non-federal, external organization; providing regular consulting services during intersession periods for a UC department in which the faculty member does not have an appointment.

REMINDER: These payments must also be included on the EXC Calculator Spreadsheet when submitting for 0EXC payments.

\*\*\* TOTAL COMPENSATION of 0EXC and 0EXN combined cannot be greater than 14/32’s of the faculty member’s base salary.

- **ADDITIONAL COMPENSATION FACULTY – (0ADL):** An additional payment to members of the faculty for performing duties assigned for a specific term of up to one year induration that exceed the scope of, and are not a part of, the faculty member’s regular duties and appointment. The term of a given assignment may be granted or renewed on an annual basis by submission of an approved Personnel Change Request (PCR).

An ADL payment may **not** be awarded for any of the following reasons.

- Working on grant sponsored programs or service centers
- Teaching a course for credit
- In lieu of overload pay for teaching an overload in one’s home college
- To circumvent increases to base salary
- To achieve salary equity, to reward outstanding performance, or to meet a competing offer from a rival institution
- In lieu of an administrative stipend (ADM)
- To compensate for regular, ongoing services, such as advising or mentoring students, serving on a standing committee or serving as a program coordinator
- In lieu of a bonus

- To reward successful research
- To meet or exceed market value for a position

*Examples of an assignment covered by OADL include:* non-credit hour courses taught; course development; or assisting in a lab or learning center set-up.

The payment of a OADL stipend is not to be used as a substitute for a secondary appointment when an employee has teaching responsibilities.

OADM, OEXC, OEXN, and OADL wage types are subject to the review and approval processes in the Provost Office, the Faculty Affairs Office in the College of Medicine, and the Human Resources Department – Compensation Division.

**Related links:**

[Provost Policies](#)  
[Sponsored Research Services EXC Policy](#)  
[UC Human Resources](#)

**Phone Contacts:**

Provost Business Office – Human Resources	513.556.6920
Human Resources – Compensation	513.556.6381