

AP 9: Extra-contractual Compensation

9.1 Purpose

Extra-contractual compensation (ECC) may be appropriate for NS faculty who render services beyond their normal workload, duties, and/or responsibilities. This policy applies to ECC paid to all NS employees, regardless of the funding source, for any work at an NSHE institution.

In order for NS to provide ECC from federally funded grants and contracts, NS must follow an established, institution-wide for the payment of all ECC from all funding sources. The University must comply with the Federal Cost Accounting Standards, specifically, 2 CFR 200 Uniform Guidance.

Payment of additional compensation is made through a job request in Workday. The reason for the additional compensation must be stated clearly in the comment section.

The Office of Human Resources is the official source of information on the ECC status of faculty.

9.2 Limits

Subject to limitations of this policy and the Academic Faculty Workload Policy, A-contract faculty may earn a maximum of 25% of their IBS or the ECC minimum, whichever is higher, as additional compensation, regardless of funding source, during each ECC cycle.

B-contract faculty may earn a maximum of 67% of their IBS or the ECC minimum, whichever is higher, regardless of funding source, during each ECC cycle.

In special situations, faculty may request approval for an exception to the ECC limits from their appropriate executive-level approver (Provost, vice president). Requests must be received and approved before the activity begins. The Office of Human Resources will inform the Division of Academic Affairs of ECC-related contracts that violate the limits in this section if it is not accompanied by advance approval.

9.3 Forms of ECC

The sections below describe potential sources of ECC: teaching, administrative stipends, professional development participation, and sponsored projects. Compensation for any of these activities is subject to the limits above. Total compensation for all activities combined must fall within the maximum allowable ECC.

9.3.1 Teaching

1. A- or B-contract academic faculty may teach additional courses during the contract year. These requirements apply:
 - a. Maximum overload for full-time A-contract faculty is one course per semester or winter/summer session. Those in primarily administrative positions (such as deans, vice provosts) are compensated at the part-time instructor rate;
 - b. Maximum overload for full-time B-contract faculty is one course per semester or winter session. They may also teach a maximum of three summer session (or equivalent off-contract period) courses; of those, two courses are considered a full load for the off-contract period and one is overload;
 - c. The maximum overload for academic faculty cannot exceed four courses in a fiscal year, based on the course end date;
 - d. One course may carry up to five credits. Several courses (such as independent studies) may be considered one class, but only up to a total of three credits;
 - e. Approval of ECC for academic faculty for added teaching responsibilities is granted by the dean. Exceptions to the semester/annual credit limits must be requested through the dean and approved by the Provost.

2. Administrative faculty who want to teach at the request of an instructional unit may do so with approval of their direct supervisor. They may request additional compensation if the instructional activity is in addition to their regular work duties and performed outside of normal working hours. Where additional compensation is paid, these requirements apply:
 - a. The administrative faculty member's regular job requirements must be maintained and fulfilled;
 - b. Instructional activities must occur outside of their normal working hours. Any exception must be approved by the executive-level approver;
 - c. They may teach no more than one course per semester or winter/summer session. The course may carry up to five credits. Several courses (such as independent studies) may be considered one class, but only up to a total of three credits;
 - d. Administrative faculty must inform their hiring authority of their supervisor's approval.

9.3.2 Administrative Stipends

A- and B-contract faculty completing additional administrative duties may receive administrative stipends.

9.3.3 Professional Development Participation

1. B-contract academic faculty may participate in and receive additional compensation for professional development institutes held over the summer. They do not require special permission unless their participation will exceed 100% FTE or surpass the allowable annual overload. Exceptions must be requested through the dean and approved by the Provost.
2. A-contract academic faculty may participate in and receive additional compensation for professional development institutes held over the summer. These requirements apply:
 - a. The faculty member's regular job requirements must be maintained and fulfilled;
 - b. The work completed must be beyond their normal workload and assigned duties;
 - c. They must consult with their dean about how they will maintain their regular work duties in addition to taking part in the professional development opportunity. Participation must be requested through the dean and approved by the Provost.
3. Administrative faculty may participate in and receive additional compensation for professional development institutes held over the summer. These requirements apply:
 - a. Their regular job requirements must be maintained and fulfilled;
 - b. The work completed must be beyond their normal workload and assigned duties;
 - c. They must consult with their direct supervisor about how they will maintain their regular work duties in addition to taking part in the professional development opportunity. Participation must be requested through their supervisor and approved by the appropriate executive-level approver.

9.3.4 Sponsored Projects

During the Academic Contract Period

For A- or B-contract academic faculty, sponsored research during the academic year may be undertaken on a released-time basis. The grant will be charged for the portion of their time devoted to the project, per the terms of the grant/contract. The rate of compensation is the same as that paid by NS.

If it is not possible for a faculty member to be released from regular NS duties to undertake sponsored research projects, ECC may be permitted, if approved by the dean. ECC duties will be undertaken only when they will not interfere with regular duties.

Academic faculty should work with their department chair and/or dean to determine if release time or ECC is appropriate. If ECC is approved, the dean must inform the Provost and Office of Grant Award Services (OGAS) of the additional allowable effort. ECC must be requested through by the dean and approved by the Provost.

During Off-Contract Periods

B-contract faculty may participate in and receive additional compensation for sponsored project activities over the summer. Research compensation during the summer months (or other periods not included in the base salary) is calculated for each faculty member at a rate not above the IBS divided by the period of the IBS. The maximum that may be earned during the summer is 1/3 of the faculty member's IBS; funding agencies may set lower limits. Where additional compensation may be paid, these requirements apply:

1. If a faculty member is working on several projects (such as teaching and a sponsored project) during an off-contract period, care must be taken to ensure that accurate effort reporting is certified.
2. ECC must be requested by the dean and approved by the Provost.

Administrative faculty may receive a buyout of all or a portion of their time. Buyouts must be approved by their direct supervisor and the appropriate executive.

9.3 Related Information

Route for approval:

1. Academic faculty requests: department chair → dean → Provost
2. Administrative faculty requests: supervisor → executive-level approver

9.3.1 Revision History

- Approved by Dr. Vickie Shields on 5/02/2022 and President DeRionne Pollard on 7/01/2022.