

Policies for additional compensation and summer salary for academic appointees are covered in the following sections of the Academic Personnel Manual (APM): 600, 633, 650, 661, 662, 663, 664, 666, and 667. These policies also outline types of allowable payments and limitations, as well as information on how additional compensation is paid for academic appointees.

I. Guidance on additional compensation for academic appointees

- A. Faculty with full-time academic year (nine month) appointments may not receive additional compensation from University sources for services directly related to their recognized duties (teaching, research and public service) during the academic year, from the beginning of the Fall Quarter, as established in the [University Academic Calendar](#), through the end of the Spring Quarter.
- B. Faculty with full-time fiscal year (twelve month) appointments may not receive additional compensation from University sources for services directly related to their recognized duties unless it is earned/paid during the vacation period.
- C. Effective May 2, 2014, approval for additional compensation for fiscal year appointees has been delegated to the Deans. With prior written approval from the Dean, additional compensation may be paid for work performed in lieu of vacation ([APM 600-14c](#)). An appropriate number of accrued vacation days must be deducted from the appointee's vacation accrual.
- D. For academic appointees covered by a bargaining unit contract, eligibility for additional compensation is determined by the terms of the collective bargaining agreement (CBA).
- E. For academic appointee's summer salary guidance please refer to [Summer Compensation Guidelines](#).
- F. A faculty member who is appointed to assume administrative responsibility in addition to, in partial or in whole replacement of, their faculty responsibilities is considered a Faculty Administrator. A Faculty Administrator shall hold a concurrent University faculty appointment. Please refer to [Faculty Administrative Appointments](#). If the administrative title is not referenced in the Faculty Administrative Appointments CALL process, please consult with APO.
- G. Admin Stipend Job Code: 001099 should *no longer be used*. Generally, additional pay compensation can be paid on the primary job using **earn code ACN**. Refer to the FAQ's section below.
- H. Additional compensation may be paid on the academic appointee's primary appointment as a one-time or recurring payment. For Summer Salary, please reference the [Summer Compensation Guidelines](#).
- I. Additional compensation for academic appointees who performed service from another campus, please reference [Inter-Location One Time Pay and Multi-Location Appointment Guidelines](#)
- J. When in doubt of approving an additional compensation request from the department please consider the following questions and forward this information to APO academicpersonnel@ucr.edu for further review.
 - o Is the activity part of the academic appointee's current job description duties (teaching, research or public service)?
 - o Is the activity short-term or long-term?
 - o Is the activity at the college/campus level and not part of the appointee's assigned curriculum?

II. Frequently Asked Questions (FAQ's)

- A. **May an academic appointee (senate and non-senate) receive a “stipend” (additional compensation payment) without a concurrent administrative appointment?**
- No, an academic appointee cannot earn a “stipend” payment on the academic job.
 - Only Faculty Administrators can be paid an administrative stipend (STP earn code) which is to be paid on the concurrent faculty administrator job.
 - Represented academic appointees may not earn an administrative stipend.
- B. **When is a second position required for additional compensation payment(s)?**
- Summer salary paid with a grant which requires payroll certification
 - MOU requires an additional job code (i.e. 001550 for Summer Session appointments).
 - Refer to the [Summer Salary Guidelines](#)

III. Examples

- A. **An academic year professor is appointed Department Chair for three years**
- The primary professorial job will remain 100% time, 1.000 FTE
 - A secondary, concurrent job will be added using the appropriate Department Chair job code for a period of three years
 - The monthly administrative stipend will be processed on the secondary job via recurring additional pay using the earn code STP
- B. **An academic year professor at UCB is appointed Director at UCR for one year**
- The professorial job at UCB will be placed at 50% time, 0.500 FTE, for one year
 - Multi-location Agreement (MLA) must be completed by both the “Home” and the “Host” locations before processing in UCPath
 - A secondary, concurrent job will be added at UCR using the appropriate Director job code at 50% time, 0.500 FTE, for a period of one year
 - The monthly administrative stipend will be processed on the secondary job via recurring additional pay using the earn code STP
- C. **An academic year professor is appointed to serve as an Honors Faculty member for a period of one academic year. Additional duties include commitment to the University Honors program for our campus by participating in teaching honor students’ specific workshops, attending to meeting and holding field trips.**
- The professor may not earn a “stipend” or administrative stipend payment.
 - The primary professorial job will remain 100% time, 1.000 FTE
 - The professor may receive monthly additional compensation (ACN earn code) and processed as recurring payments on the primary professorial job
- D. **A continuing educator (non-senate, non-represented) is assuming additional responsibilities. These responsibilities include collaborating with directors in the development and evaluation of new strategic initiatives identifying potential funding sources for a period of a year. The strategic initiative primary goal is to ensure there is an increase to UNEX enrollment. The Associate Dean would like to pay the continuing educator a recurring stipend for a period of a year.**
- The continuing educator may not earn a “stipend” or administrative stipend payment.
 - The additional responsibilities are in addition to the continuing educator’s job and are substantial in assisting with the UNEX goal to increase enrollment.

- The continuing educator job will remain 100% time, 1.000 FTE.
 - The appointee may receive monthly additional compensation (ACN earn code) and processed as a recurring payment on the continuing educator's primary job, for one year.
- E. An academic year professor is an active member of the "Academy of Distinguished Teachers" and has been recognized and awarded by the Vice Provost and Dean for Undergraduate Education with a one-time \$1,500 stipend payment as a recognized honor.**
- The professor may not earn a "stipend" or administrative stipend payment.
 - The recognized award is due to the professor's contributions to this notable membership to the "Academy of Distinguished Teachers," which is an additional activity and not necessarily expected as part of their primary teaching responsibilities.
 - The appointee may receive monthly additional compensation (ACN earn code) and processed as a one-time payment on the primary professorial job.
- F. The college is encouraging professors to create new syllabi for future courses they may want to teach and are being offered a stipend payment for participation.**
- The professor may not earn a "stipend" or administrative stipend payment.
 - Syllabi creation for potential future instruction is still related to the faculty member's assigned normal duties and not considered an additional substantial project for the college/university.
 - The college should not be providing additional compensation as an incentive to create syllabi when it's the faculty member's normal assigned responsibility.
- G. Teaching credential supervisors are supervising students under an NSF grant program and are asked to prepare paperwork and setup meetings to supervise these students. The college would like to recognize their efforts by compensating them with a stipend payment or honorarium.**
- The teaching credential supervisor would not earn a "stipend" or administrative stipend.
 - Preparing paperwork and setting up meetings to supervise students is part of the normal assigned responsibilities in order to continue this sponsored NSF grant program.
 - An Honorarium payment would not be applicable.
 - An Honorarium is payment due to a faculty member appointee for occasional lectures and public appearance beyond normal academic responsibilities to the university (i.e. Seminars, university-sponsored conferences, panels, etc.) Such service (though possibly related to normal responsibilities) falls outside the appointee's normal academic responsibilities due to the nature of the work or where it is performed (e.g., delivering an occasional lecture at a campus other than the home campus).
- H. A UCR professor is a guest speaker at a UCLA conference for one day and will be compensated with an honorarium.**
- The one-day appearance at a conference at UCLA is beyond the professor's normal responsibilities and would earn a one-time honorarium payment (HON-earn code) processed as a one-time payment.
 - Multi-location Agreement (MLA) must be completed by both the "Home" and the "Host" locations before processing in UCPath
 - UCLA (Host) would create a new position and add position funding to the new position using UCLA's FAU (Host) in UCPath. UCLA would then process the one-time payment (HON-earn code) in UCPath

- I. An academic year professor is teaching in overload during the academic year as part of the Low Residence MFA which is self-supporting program and will be compensated with additional compensation.
- The primary professorial job will remain 100% time, 1.000 FTE
 - The professor may receive monthly additional compensation (ACN earn code) and processed as recurring payments on the primary professorial job
- J. An academic appointee is awarded a stipend for the Remote Course Conversion (RCC) program. The RCC program is improving the academic appointee's remote courses to be online enhanced through certification training. The enhanced online courses will be made available to the UC system cross-campus enrollment. The academic appointee will receive a stipend for this grant program funded by UCOP ILTI funds.
- The professor may not earn a "stipend" or administrative stipend payment.
 - The academic appointee may receive monthly additional compensation (ACN earn code) and processed as a one-time payment on the primary professorial job.
 - Fiscal year appointee's receiving additional compensation have to forfeit vacation hours and may only receive up to 1/11th/ 1/12th payment of their annual salary.

IV. Policy and sources of additional compensation reference/Addl Comp Matrix

- [General additional compensation policy \(APM-600-14\)](#)
- [Faculty Administrative Stipend \(APM- 633\)](#)
- [Technical Assistance Projects \(APM-650\)](#)
- [Summer Session teaching \(APM- 661\)](#)
- [Additional Teaching \(APM-662\)](#)
- [University Extension teaching \(APM-663\)](#)
- [UC Faculty Consultant Services \(APM-664\)](#)
- [Honoraria \(APM-666\)](#)
- [Extramurally funded research \(APM-667\)](#)
- [Summer Compensation Guidelines](#)
- [Faculty Administrative Appointments](#)
- [Inter-Location One Time Pay and Multi-Location Appointment Guidelines](#)

No	Compensation Type	Policy	Applicable Title Codes	Earn Codes	Type of Work	Examples	Restrictions
1	Additional Compensation	APM 600-14 Additional Compensation	Faculty and Academic appointees (Senate & Non-Senate)	ADC-Additional Comp General ACN-Additional Comp-Gen No RTMT AAP-Academic Award Program		Professional consultant	a. Must not be directly related to their recognized University duties b. Shall not interfere with recognized University duties
2	Administrative Stipend	APM 633 Administrative Stipends	Academic appointees (Senate & Non-Senate) Refer to the Admin academic appointee job codes 001000 Dean,001010 Associate Dean,001020 Assistant Dean,001060 College Provost,001068 Vice Provost,001069 Associate Vice Provost,Vice Chancellor, 000803 Associate Vice Chancellor,001096 Department Chair,001094 Department Vice Chair, 000900 Director,000910 Associate Director,0800 Academic Assistant to the Vice Chancellor, 0801 Academic Assistant to the Chancellor, 001044 Faculty Assistant to the Chancellor,1045 Faculty Asst to Vice Chancellor,1055 Faculty Asst to Provost/ Dean, Librarian-Manager/Supervisor,Interim or Acting appointees in the titles listed above. Similar to Admin stipend APM 633.	STP-Stipend-Admin-Academic	Faculty Administrative duties in addition to (or to replace) their faculty responsibilities. A Faculty Administrator shall hold a concurrent faculty appointment (This would not be the case for a Librarian).	1. An AY professor holds a 0% appointment while serving as Dean of a College/School 2. An AY professor has a 100% FTE professorial appointment and a secondary 0% FTE concurrent appointment for a Department Chair position for a period of three years with a Administrative Stipend annual amount of \$30,000.00.	Does not apply to non-senate academic appointees covered by a bargaining unit contract.
3	Administrative Stipend	APM 650 Technical Assistance Projects	Faculty and Academic appointees (Senate & Non-Senate)	STP-Stipend-Admin-Academic	Additional substantial administrative responsibilities for a project.	An academic year professor has a 50% FTE professorial appointment at another campus with a secondary concurrent 50% FTE appointment at UCR for a Director of UC Mexus position for a period of one year with an Administrative Stipend annual amount of \$35,000.	Does not apply to non-senate academic appointees covered by a bargaining unit contract.
4	Summer Salary	APM 661 Additional Compensation: Summer Session Teaching	Academic appointees (Senate & Non-Senate) a. Academic-year appointees; b. Appointees holding split appointments partly on an academic-year basis and partly on a fiscal-year basis, provided the fiscal-year portion of the appointment is less than half-time during the Summer Session period; c. Full-time fiscal-year faculty appointees who are granted a temporary reduction in their percentage of appointment or those who relinquish outside professional activity days or vacation days equal to one day for every six contact or podium hours with students; d. Part-time fiscal-year faculty who are granted a temporary increase in their percentage of appointment. Fiscal-year faculty appointed less than 50 percent in a Health Sciences Compensation Plan school cannot increase the percentage of appointment to more than 50 percent; e. Full-time fiscal-year non-faculty appointees who are granted the use of vacation days or a temporary percentage reduction in their current appointment.	ACS-Additional Comp-Summer DCP ASN-Additional Comp-Summer No DCP	Academic appointees may receive additional compensation for Summer Session teaching.	Refer to the Summer Salary Guidelines	a. Compensation for academic-year appointees may not exceed three-ninths during the summer period. b. Compensation for fiscal-year appointees may not exceed one-twelfth of the annual salary per month of teaching. This is effective for appointments made July 1, 2014 or later. Those appointed prior to July 1, 2014 to the Professor, Astronomer or Agronomist series are eligible for payments up to one-eleventh of the annual salary of a fiscal-year appointee. c. These additional compensation maximums are cumulative of all concurrent sources of additional University compensation. d. Full-time Health Sciences Compensation Plan faculty are not eligible to receive additional compensation for Summer Session teaching.
5	Additional Compensation	APM 662 Additional Compensation: Additional Teaching	Full-time faculty members may receive additional compensation after obtaining pre-approval from the faculty member's department chair for specific additional University of California teaching activities as outlined below. For Additional Compensation: Summer Session, see APM - 661 and for Additional Compensation: University Extension (UNEX), see APM - 663. Full-time Faculty Appointees: Professor series Acting titles in the Professor series (Students who hold the Acting Instructor title are not considered faculty) Visiting titles in the Professor series Professor in Residence series Adjunct Professor series Professor of Clinical (e.g., Medicine) series Health Sciences Clinical Professor series Clinical Professor of Dentistry (50 percent or more time) series Supervisor of Physical Education series Supervisor of Teacher Education Lecturer Senior Lecturer Lecturer with Potential for Security of Employment Lecturer with Security of Employment Senior Lecturer with Security of Employment Acting titles in the Lecturer with Security of Employment Series Lecturer in Summer Session Coordinator of Field Work Field Work Supervisor Field Work Consultant	ACT-Additional Comp-Teaching (not in Addl Pay listing but on UCPC Earn Code listing)	Additional Teaching Eligible for Additional Compensation Two kinds of teaching are eligible for additional compensation, when beyond the assigned teaching load: a. Teaching of matriculated students in self-supporting University degree or UNEX courses and programs (see APM - 663 for UNEX). b. Teaching of non-matriculated students, including those in UNEX courses and programs (see APM - 663) and other continuing education courses and programs run by the University. Additional Teaching During Summer Period (other than in Summer Session) Faculty receiving summer compensation may engage in additional teaching up to the APM - 025 limit of one day per week inclusive of all Category I and II outside professional activities performed.	Teaching activities ineligible for additional compensation are: a. Any course assigned by the department chair as part of the faculty member's assigned teaching load, including: (1) A course in a self-supporting degree program (funds from the self-supporting degree program are used to pay for this portion of the faculty member's assigned teaching load); (2) Extra teaching duties assigned in place of research and/or service; or (3) Courses taught in less common modes or locations (e.g., online, off-site, at another campus). b. Extra courses that are taken on voluntarily are ineligible for additional compensation.	
6	Additional Compensation	APM 663 Additional Compensation: University Extension	Faculty and Academic appointees (Senate & Non-Senate)	ACX-Additional Compensation-Extensions UNX-University Extensions	Additional Teaching Eligible for Additional Compensation Two kinds of teaching are eligible for additional compensation, when beyond the assigned teaching load: a. Teaching of matriculated students in self-supporting University degree or UNEX courses and programs (see APM - 663 for UNEX). b. Teaching of non-matriculated students, including those in UNEX courses and programs (see APM - 663) and other continuing education courses and programs run by the University. Additional Teaching During Summer Period (other than in Summer Session) Faculty receiving summer compensation may engage in additional teaching up to the APM - 025 limit of one day per week inclusive of all Category I and II outside professional activities performed.	Eligibility a. UNEX appointees whose primary appointment is in UNEX as Continuing Educators and Academic Coordinators may earn additional compensation for UNEX teaching. b. Faculty appointed in titles as listed in APM - 110-4(15) may earn additional compensation for UNEX teaching. c. Full-time Lecturers, Associates and Acting Instructors are eligible to teach one course in UNEX during the academic year. d. To ensure that the University employment of one enrolled as a student does not interfere with his/her work as a student and his/her timely progress toward a degree, the appointments of Teaching Assistants, Teaching Fellows and Graduate Student Researchers are limited to half-time inclusive of all appointments including UNEX during the academic year. e. During the summer, Teaching Assistants, Teaching Fellows, Associate and Acting Instructors and Graduate Student Researchers may teach for UNEX, provided that this work does not interfere with the performance of duties in the graduate student academic title. f. Medical Residents may be employed in Medical Extension programs as authorized by the Chancellor with the understanding that (1) the authorization may not be extended to Interns, (2) each Resident may work on only one course per term and (3) all Resident appointments to Medical Extension must have the prior approval of the Dean of the School of Medicine and Dean of UNEX. g. Other academic appointees may earn additional compensation for UNEX teaching provided the work is performed exclusively outside the appointees' regular work hours or if they have received prior approval from their supervisor. h. Faculty participating in the Health Sciences Compensation Plan are subject to the Plan, APM - 670, APM - 671, and local campus Implementing Procedures regarding income from additional University teaching. i. Prior approval from the home campus/department is required when employing faculty from other UC campuses.	A UNEX appointee may not receive additional compensation for teaching that is part of the individual's regular duties. If teaching assignments are a customary part of the individual's duties, that teaching load is considered as part of the appointee's regular job.
7	Additional Compensation	APM 664 Additional Compensation: Services as Faculty Consultant	Faculty Professor series Acting titles in the Professor series (Students who hold the Acting Instructor title are not considered faculty.) Visiting titles in the Professor series Professor in Residence series Adjunct Professor series Professor of Clinical (e.g., Medicine) series Health Sciences Clinical Professor series Clinical Professor of Dentistry (50 percent or more time) series Supervisor of Physical Education series Supervisor of Teacher Education Lecturer Senior Lecturer Lecturer with Potential for Security of Employment Lecturer with Security of Employment Senior Lecturer with Security of Employment Acting titles in the Lecturer with Security of Employment Series Lecturer in Summer Session Coordinator of Field Work Field Work Supervisor Field Work Consultant	ACF-Additional Comp-Consulting	Faculty (as defined in APM - 110-4-15) may receive additional compensation for occasional consultant services on projects conducted under the auspices of the University, provided that the faculty member is not regularly engaged on the project and the contract or grant for the project financed by external funds does not prohibit such compensation. Such service on projects conducted under the auspices of the University is not consulting as defined under APM - 025 or	Faculty consultants are paid at a negotiated rate approved by the Chancellor, Lawrence Berkeley National Laboratory Director, or equivalent official at the UC location where the consulting is done. The maximum amount per day which is permitted is the daily rate plus an additional 30 percent which may be paid in consideration of the fact that there are no benefits provided for such services.	
8	Honorariums	APM 666 Additional Compensation: Honoraria	Academic appointees (Senate & Non Senate)	HON-Honorarium	An honorarium is payment (generally not required) by the University to an academic appointee for occasional lectures and similar public appearances beyond normal academic responsibilities to the University. Such service (though possibly related to normal responsibilities) falls outside the appointee's normal academic responsibilities due to the nature of the work or where it is performed (e.g., delivering an occasional lecture at a campus other than the home campus). More than occasional teaching at a campus other than the home campus is covered by a multi-location agreement. Honoraria may be paid only under the conditions described in Section 666-8 below.	Types of Honoraria a. Seminars, Lectures or Campus-Sponsored Program Reviews Academic appointees may receive honoraria for seminars, lectures or UC-sponsored program reviews when these activities occur on any campus or location of the University, other than the campus or location at which the appointee normally serves. b. University-Sponsored Conferences, Panels and Concerts/Creative Works Academic appointees may receive honoraria for concerts or other creative work or for University-sponsored conferences and panels when these activities occur on any campus or location of the University, including the campus or location at which the appointee normally serves.	Academic appointees should not receive honoraria for activity relating to departmental personnel actions or ad hoc committees, service on thesis committees or service on campus or systemwide committees. a. Total annual honoraria under this policy may not exceed 10 percent of the appointee's annual base salary. b. Compensation may not be made from State funds, but is permitted from gifts, endowments, contracts and grants with specifically budgeted provisions for such honoraria. Chancellor's discretionary funds or similar sources.
9	Additional Compensation	APM 667 Additional Compensation: Extramurally Funded Research	Academic appointees (Senate & Non Senate)	ACR (AY)-Additional Compensation Research AFR (FY)-Additional Compensation FY Research	An academic appointee may receive additional compensation for services rendered in connection with extramurally funded research projects undertaken by the University, unless the terms of the appointee's University appointment prohibits acceptance of additional compensation.	Refer to the Summer Salary Guidelines	Agency (e.g., NIH, NSF) maximum salary caps must be observed and State funds may not be used to pay for any gap in compensation between agency maximum salary caps and the total compensation received, other than the Health Sciences Compensation Plan Scale 0 that may result from such maximum amounts.