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.

Guidance on additional compensation for academic appointees

- 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 Calendar, through the end of the Spring Quarter.

- 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.

- For academic appointees covered by a bargaining unit contract, eligibility for additional compensation is determined by the terms of the collective bargaining agreement (CBA).

- For academic appointees summer salary guidance please refer to Summer Compensation Guidelines.

- 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.

- Admin Stipend Job Code: 001099 should no longer be used. Generally, additional pay compensation can be paid on the primary job using earn code ADC. Refer to the FAQ’s section below.

- Additional compensation may be paid on the academic appointee’s primary appointment as a one-time or recurring payment (except for Summer Salary, please reference the Summer Salary Guidelines).

- 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.
  - Is the activity part of the academic appointee’s current job description duties (teaching, research or public service)?
  - Is the activity short-term or long-term?
  - Is the activity at the college/campus level and not part of the appointee’s assigned curriculum?

Policy and sources of additional compensation reference

- 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 Salary Guidelines
- Faculty Administrative Appointments
Frequently Asked Questions (FAQ’s)

1. Can an academic (senate and non-senate) appointee 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.

2. 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

Examples

1. 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

2. 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
   - 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
3. 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 (ADC earn code) and processed as recurring payments on the primary professorial job

4. 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 (ADC earn code) and processed as a recurring payment on the continuing educator’s primary job, for one year.

5. 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 (ADC earn code) and processed as a one-time payment on the primary professorial job.

6. 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.

7. 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).

8. 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
Restrictions
Refer to the Summer Salary Guidelines

Additional Compensation
Academic appointees (Senate & Non-Senate)
Faculty and Academic appointees (Senate & Non-Senate)
Refer to the Summer Salary Guidelines

Compensation: Honoraria

APM 664 Additional Session Teaching

APM 661 Additional Projects

APM 633 Administrative

A UNEX appointee may receive additional compensation for Summer Session teaching.

Full-time faculty members may receive additional compensation after obtaining pre-approval from the faculty member's assigned administration.

Faculty and Academic appointees may receive additional compensation for Summer Session teaching. The Academic appointee must submit a written request for approval to their faculty member's assigned administration.

A UNEX appointee may receive additional compensation for Summer Session teaching.

Academic appointees may receive honoraria for concerts or other creative work or for University-sponsored conferences and panels when these activities occur on any University campus.

Academic appointees may receive honoraria for seminars, lectures or UC-sponsored program reviews when these activities occur on any University campus.

A UNEX appointee may not receive additional compensation for Summer Session teaching.

A UNEX appointee may receive additional compensation for Summer Session teaching provided the activities are part of the appointee's regular duties.

Additional Compensation - Consulting

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