

THE UNIVERSITY OF NORTH CAROLINA AT ASHEVILLE  
FACULTY SENATE

Senate Document Number 7717S  
Date of Senate Approval 05/04/17

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Statement of Faculty Senate Action:

**FWDC 7:**

**Supplemental Pay Policy**  
**Faculty Handbook [Section 2.9.4](#)**

**Effective date:** Immediately

**Summary:** This document makes two changes to the Supplemental Pay Policy:

- a) Updates the description of compensation for Department Chairs and Program Directors, and
- b) Describes limits on supplemental pay from external funding agencies.

**Rationale:**

- a) Through the 2013-14 academic year, Department Chairs and Program Directors received a flat stipend for their service, but beginning in 2014-15, all Department Chairs (and Program Directors who supervise full-time faculty) were instead compensated by adding a month to their contracts (in most cases, moving from a 9- to a 10-month contract), increasing the amount of compensation they received and recognizing that faculty evaluation typically takes place in the month following the typical 9-month contract.
- b) Our supplemental pay policy has not clearly stated limits on supplemental pay from external funding agencies. In this policy, federally-mandated limits are used as the basis for limits for all externally-funded supplemental pay (e.g., grant-funded activity and other sponsored scholarship). The policy, consistent with current practice, specifies that no faculty member can be paid for work that would take them beyond the equivalent of a twelve-month contract.

**Revise 2.9.4 as follows:**

**[2.9.4 Supplemental Pay Policy \(SD1212S\)](#)**

**[2.9.4.1 Supplemental Pay from Internal Funds](#)**

Faculty may receive compensation beyond their base salary for activities which are not included in their standard teaching load. Examples of such activities include administrative assignments, significant department service assignments, summer teaching, and course overloads. In all cases, except for stipends for participation in short-term faculty development workshops, a formal letter of appointment will be issued by the Provost and VCAA which specifies the activities which warrant supplemental pay, the duration of the appointment, and the amount of pay associated with the appointment. A copy of this letter of appointment will be placed in the personnel file of the faculty member.

- 1) Chairs and Program Directors: In addition to receiving reassigned time according to section [3.1.4.1.5](#), department chairs and program directors are eligible for a salary supplement. [Department chairs and program directors who supervise full-time faculty have an additional month added to their contracts, with a proportionate increase in salary paid over twelve months. Other program directors receive a stipend which ~~This supplement~~](#) is payable twice each academic year, at the beginning of the fall and spring semesters, and is authorized at the time of appointment to the position by the Provost and VCAA.
- 2) Other administrative assignments: Members of the faculty who are appointed to serve in Academic Affairs may have their contracts extended from 9 months to 10 or 11 months, with a proportional increase in pay.
- 3) Departmental and other service assignments: Any member of the faculty who is appointed to a significant service assignment, such as lab manager, director of a study abroad program, coordinator for periodic external assessment, or other episodic activities may be eligible for a stipend. This stipend may be a lump sum or include an extension of the 9 month contract.
- 4) Endowed Chairs: Endowed chairs may be eligible for an increase in salary, depending on terms of the position, available funding, and approval by the Provost and VCAA.
- 5) Course Overloads: As discussed in section [3.1.4.1.2](#), compensation for overload teaching will be granted by prior approval of the Provost and VCAA when a member of the faculty agrees to teach courses beyond their specified load. Payment will typically be at the rate paid to adjuncts. This policy includes courses taught for Distance Education and for Continuing Education. Likewise, any EPA non-faculty employee who agrees to teach a course will receive supplemental pay for that course, but only when this teaching is in addition to the normal working hours and responsibilities of that employee.
- 6) Summer School: See section [3.2.4](#).
- 7) Faculty Development and other workshops: Academic Affairs, the Center for Teaching and Learning, and others may offer stipends for leading or participating in faculty development workshops for course development, pedagogy, or other purposes. These stipends are payable only after participation is completed and verified.

#### **2.9.4.2 Supplemental Pay from External Sources**

[Additional compensation can be earned, ordinarily during the summer term, for externally-funded activities as approved by the Department Chair, Program Area Dean, and the Office of Sponsored Scholarship and Programs. For all members of the faculty, total compensation paid by or through the university, including summer school teaching, but excluding faculty development workshops and supplements for Endowed Professorships, cannot take a faculty member's compensation beyond the equivalent of a 12-month contract at his/her regular pay rate \(i.e., faculty members on a 9-month contract cannot receive additional compensation that is more than 33.33% of their regular pay; department chairs and others on a 10-month contract cannot receive additional compensation that is more than 20% of regular pay\). For questions about limits on compensation or procedures for approval and compliance, please contact the Office of Sponsored Scholarship and Programs.](#)

[As discussed in 4.3.13, compensation for professional or other activities not paid by or through the university \(e.g., consultancy, honoraria\) is governed by the Conflict of Interest and Commitment Policy.](#)