
2401 EARNED COMPENSATION - ACADEMIC STAFF

Effective: December 1986
Last Reviewed: April, 2018
Responsible Office: Provost
Approval: Comptroller

PURPOSE

To establish the period over which academic staff members (exempt and monthly paid) earn annual academic base salary and other compensation paid by the University.

NOTE: Academic staff members occupy positions which are considered exempt from (not subject to) the provisions of the Fair Labor Standards Act.

POLICY

1. The Provost is responsible for all matters related to academic staff compensation and is the only University official authorized to approve academic staff compensation payments.
2. Academic base salary for standing faculty, other than clinician-educators, normally is earned over the academic year, September through May, and can be paid in nine equal monthly payments or spread over twelve months in equal monthly installments. Those standing faculty holding twelve month appointments are paid in twelve equal monthly payments.

NOTE: Standing faculty holding nine month appointments may elect to be paid their academic base salary in twelve equal monthly payments.
3. Academic base salary for clinician-educators normally is earned and paid over the fiscal year in twelve equal monthly payments.
4. For standing faculty, extra compensation for services performed during the summer months is earned and paid monthly at a rate which cannot be greater than one-ninth of the annual academic base salary. For faculty holding administrative appointments, the annual administrative stipend is earned and paid in equal monthly payments over the period of the appointment. Policy governing extra compensation for academic staff is detailed in the The Handbook for Faculty and Academic Administrators (Section II.E).
5. For associated faculty and academic support staff, salary is earned and paid monthly, consistent with the term of appointment and/or services provided, and generally as follows:
 - a. Base salary for academic staff involved in research or clinical services normally is earned and paid over the fiscal year in twelve equal monthly payments.
 - b. Base salary for academic staff involved in teaching normally is earned and paid over the academic year, September through May, in nine equal monthly payments.

6. Graduate and professional students, holding academic staff appointments, are paid stipends monthly, consistent with the term of their appointment. Generally, they are paid over the academic year, September through May, in nine equal monthly payments.

7. Postdoctoral fellows earn compensation and are paid monthly, consistent with the term of their appointment and/or outside stipend support. Generally, they are paid over the fiscal year in twelve equal monthly payments.

8. Paid emeritus faculty earn compensation and are paid monthly, in accordance with policy statements nos. 2 and 3, above