

Guidelines on Supplemental Pay for Faculty
Approved by Provost and PALC, 2015-16; Effective Fall 2016

In general, salary provided by Northern Arizona University is considered to be full compensation for university-related activities during a period of appointment for faculty members (*NAU Faculty Handbook*, p. 56). However, there are circumstances that warrant supplemental pay for activity significantly beyond the scope of expected responsibilities, as outlined in the annual Statement of Expectations. This document provides guidance on the terms and conditions of supplemental pay for benefit-eligible faculty members.

Policy Background

The basic terms for overload or supplemental pay are established in the *NAU Faculty Handbook*. Most often, supplemental pay is provided for additional teaching responsibilities (i.e., overload assignments). In every case, overload assignments for supplemental compensation must be approved by appropriate administrators in advance of the activity (using appropriate pre-approval and payment forms). Overload assignments may not be made without faculty consent, and such assignments may not adversely affect the responsibilities outlined in the faculty member's Statement of Expectations.

While the *Faculty Handbook* lays out the general guideline for eligibility for supplemental compensation (4.2.2, "Overload Assignments," p. 56), the details presumed a tenure-track load. Here is the current language:

Typically, faculty members are limited to one overload course assignment per semester. Occasionally a faculty member may be requested to take on an overload assignment other than teaching, and such assignments have the same limitations. It is generally inappropriate for a faculty member teaching two courses or fewer in a semester to receive Supplemental Compensation for additional teaching. Exceptions to these limitations require workload documentation and appropriate administrative signatures.

This language was originally designed around a typical tenure-track teaching load (2-3 courses per semester). The handbook has not been revised to account for the changing profile of faculty rank status. Therefore, the follow guidance is provided on supplemental pay for faculty.

Guidelines for Supplemental Pay, Effective Fall 2016

1. As established in the *Faculty Handbook*, authorization for supplemental pay must be established in writing (via required forms) prior to the activities for which the compensation is provided.
2. Faculty on re-assigned time in the form of reduced teaching load are not eligible for supplemental pay for teaching. The judgment of whether a

teaching load is reduced is made on the basis of the workload policies in the unit requesting the overload and the Statement of Expectations of the faculty member in question. For purposes of establishing eligibility, the typical teaching loads for NAU faculty are listed below:

- a. Tenured/tenure-track, 3 courses (9 credit hours) per semester
 - b. Non-tenure track, 4 courses (12 credit hours) per semester
3. Compensation for supplemental teaching will be based on the part-time teaching salary schedule unless otherwise approved by the Provost.
 4. The part-time teaching salary schedule will no longer include a second tier of compensation amounts for teaching beyond 7.5 credit hours in a term.
 5. Benefit-eligible faculty paid for supplemental work according to the part-time salary schedule¹ will have their level of pay determined by current rank:

Level	Rank
1	Instructor
2	Assistant professor, lecturer, assistant clinical professor, assistant professor of practice
3	Associate professor, senior lecturer, associate clinical professor, associate professor of practice
4	Professor, principal lecturer, clinical professor, professor of practice

6. Any exceptions to these guidelines must be approved by the chair/director, dean and provost (or the Chief Academic Officer for Extended Campuses).

¹ The part-time faculty salary schedule was revised in 2014 because the previous schedule asked for such faculty to be “leveled” according to the ranks (assistant, associate, full) without any process for promotion. The creation of a system based on credits taught addressed such unranked instructors, but was not intended for benefit-eligible faculty in ranked positions.