



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	ACD-7401	Policy Title:	Policy on Supplemental Compensation for Faculty
Effective:	01/01/2024	Responsible Office:	Office of the Provost
Date Approved:	12/05/2023	Approval:	Executive Vice President and Provost
Replaces Policy Dated:	N/A	Responsible University Official:	Executive Vice President and Provost

PURPOSE:

This policy describes the basis for permitting faculty compensation paid by or through the University in excess of an employee's base salary, the circumstances in which such additional compensation is permitted, and the required approvals.

SCOPE:

This policy applies to employees of the University of Richmond who are faculty.

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POLICY STATEMENT:

ACD-7401.1 – Definitions

Additional Compensation: Additional compensation is a payment of University-administered funds that is over and above an individual's base salary and benefits, whether one-time or on-going.

ACD-7401.2 – Policy

The University Faculty Handbook outlines the duties and responsibilities of faculty members. Faculty are compensated for teaching, research and service responsibilities through their base compensation.

In certain circumstances, additional compensation may be paid by or through the University to faculty for work that benefits the University but is significantly in excess of the expectations for teaching, research, and service required of a full-time faculty member.

Academic Year Activities

During the academic year, faculty will not typically be eligible for additional compensation except in the case of overload teaching, payment for assigned duties in an administrative role or secondary job (e.g., department chair, associate provost), or teaching or instructional assignments to external audiences such as those offered by Executive Education. Additional compensation will not be provided for participation in academic-year professional development activities.

Summer

Faculty on 9-month contracts may earn summer salary for additional work or receive salary from grants for summer research, including work for which *additional* compensation is not provided during the academic year.

Faculty on 12-month contracts typically are not eligible for additional University-provided compensation in the summer, unless the work for which 12-month faculty are being provided additional compensation is separate and distinct from the faculty member's 12-month job and does not interfere with the faculty member's fulfillment of the duties of the 12-month job.

Other

Faculty may receive awards, referral bonuses, and other University-implemented payments for which they are eligible according to the policies associated with those payments.

ACD-7401.3 – Required Approvals

Additional compensation in all cases must be consistent with this policy and approved by the leader of the unit for which the extra work is being provided (e.g., school dean for overload teaching). In the case of additional compensation during the academic year or additional compensation in the summer for 12-month faculty, approval by the Provost is also required.

New types of additional compensation or the creation of programs or assignments that provide additional compensation to faculty or staff, during the academic year or during the summer, may not be created without written approval of the Provost and Chief Human Resources Officer.

ACD-7401 – Policy on Supplemental Compensation for Faculty

RELATED POLICIES:

Faculty Handbook

Faculty External Consulting Policy (Section IV, I Faculty Handbook)

POLICY BACKGROUND:

Policy approved by EVP & Provost on December 5, 2023 and effective January 1, 2024.

POLICY CONTACTS:

Executive Vice President and Provost