

**Section:** Faculty Non-teaching Supplemental Assignments

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**Sponsoring Unit/Department:** Provost Office

## Non-teaching Supplemental Assignments

Supplemental activities represent professional duties deemed necessary by the administration and are defined as being clearly beyond (or outside the normal expectations of) the regular Faculty contractual obligations. Within the approved categories of Instructional Support, Student Support and Institutional Support, supplemental agreements are generally made for three types of activities: providing a service, participating in an activity or producing a product. Agreements are generally made within the Faculty member's area of expertise, unique skill sets and/or knowledge base.

Supplemental agreements may be made either during or outside the start and end dates of regular Faculty contracts and special provisions pertain in both circumstances. Supplemental agreements encompass non-teaching activities only.

The compensation rate for supplemental activities is found under Faculty Compensation policy. In unusual circumstances compensation may exceed the stated policy and practice.

Up to 12 clock hours of supplemental activities per week may be authorized for Faculty members during their regular contract. During this time, the number of allowable supplemental agreement clock hours shall decrease by two clock hours per week for each overload hour taught.

Up to 40 hours per week may be authorized for Faculty members who are not under their regular contract.

### Guidelines

- All Faculty members will be advised of and offered the opportunity to express interest in supplemental assignments on new major initiatives.
- A Faculty member must have the requisite qualifications to successfully accomplish the purpose and goal of the supplemental assignment.
- Should more than one Faculty member express interest and have the requisite qualifications to successfully accomplish the purpose and goal of the supplemental assignment, the area Dean will develop an appropriate selection process.
- Payment for supplemental assignments relative to providing a service or participating in an activity will be made biweekly. Payment for supplemental assignments requiring a product typically will be made after completion and acceptance of the product. However, payment for supplemental assignments requiring a product may also be paid incrementally as parts of the project are completed and accepted, if this is requested by the Faculty member and approved by their supervisor.
- Faculty members are not required to assume supplemental assignment duties.