

# Augusta University

## Policy Library

### Faculty Extra Duty Compensation Policy

**Policy Owner: University HR Services**

#### **POLICY STATEMENT**

Extra duty for faculty is defined as additional faculty responsibilities assigned for a temporary period of time, not to exceed one year. The assignment of extra duties may be within the home department and should be at the request of the Department Chair based upon departmental needs. When extra duty is performed outside of the home department or home college, the request should be initiated by the unit head of the extra duty department receiving the services.

Extra duty compensation may be paid when all four of the following conditions exists:

- The work is carried out in addition to a normal full load;
- No qualified person is available to carry the work as part of his/her normal load;
- The work produces sufficient income to be self-supporting (when educational activity's income exceeds itemized expenses, the excess funds may be distributed to program faculty as "Extra Compensation"); and
- The additional duties are not so heavy as to interfere with the performance of regular duties.

The extra compensation shall be paid in line with compensation paid for performance of the faculty member's normal duties. The extra compensation may be paid at the discretion of the Chair in one lump sum following the extra duty service, or paid in monthly increments during the extra duty service. The pay increase will be paid out of the extra duty departmental budget, unless other arrangements have been made and approved by the college's business office prior to the Faculty Action and Approval Process.

Nothing in this policy shall in any way conflict with or override any policy of any applicable faculty practice plan of any college within Augusta University.

To establish policy and procedures for faculty employed by Augusta University to receive extra compensation for extra duty services within or outside the home department or division according to BOR policy 8.3.12.4.

#### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni       Faculty       Graduate Students       Health Professional Students  
 Staff       Undergraduate Students       Vendors/Contractors       Visitors  
 Other:

#### **DEFINITIONS**

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**Office of Compliance and Enterprise Risk Management Use Only**

**Policy No.:** 526

**Policy Sponsor:** Type the title of the Executive Leader of the department.

**Originally Issued:** Not Set

**Last Revision:** 10/31/2016

**Last Review:** 06/13/2017

ePAR – Electronic Personnel Action Request initiated through PeopleSoft HRMS

## **PROCESS & PROCEDURES**

- Extra duty assignments must be in accordance with this policy.
- Extra duty compensation will be initiated by the academic/administrative unit that will receive the extra duty service of the faculty member.
- Requests for extra duty compensation for faculty members must be routed according to the Faculty Action and Approval Process (FAAP) [i.e., Chair, Dean, college business/financial office, VP for Academic & Faculty Affairs, Provost, and Human Resources] and approval secured prior to the faculty member providing the extra duty service.
- When the extra duty is not within the faculty member's home department or home college, both departmental chairs and college deans must sign in concurrence of the extra duty service.

Institutional Process:

- The institutional process can be found at [http://www.augusta.edu/hr/faculty-support-ser/extra\\_pay.php](http://www.augusta.edu/hr/faculty-support-ser/extra_pay.php)

## **REFERENCES & SUPPORTING DOCUMENTS**

Intentionally left blank.

## **RELATED POLICIES**

BOR 8.3.12.4 Research, Saturday Classes, and Off-Campus Continuing Education ([http://www.usg.edu/policymanual/section8/C245/#p8.3.12\\_compensation](http://www.usg.edu/policymanual/section8/C245/#p8.3.12_compensation))

## **APPROVED BY:**

President, Augusta University and CEO, AU Health System    Date: 06/13/2017