

FACULTY EXTRA STATE COMPENSATION POLICY STATEMENT

MEMORANDUM

DATE: September 3, 2002
TO: Council of Deans
FROM: Tennyson J. Wright, Vice Provost
SUBJECT: Faculty Extra State Compensation Policy Statement

As you will recall, the Council of Deans approved a new Faculty Extra State Compensation Policy Statement on July 1, 2002 with an effective date of August 7, 2002, subject to minor revisions. Following approval of the Policy Statement, our office met with the Office of Human Resources and developed a form to accompany the Policy Statement, as well implementation procedures. Accordingly, attached are the following documents:

- Faculty Extra State Compensation Policy Statement
- Faculty Extra State Compensation Procedures
- Request for Approval of Extra State Compensation Form

The Faculty Extra State Policy Statement and Procedures serve to reinforce or establish several important aspects of extra state compensation at USF. Among them are:

- The Policy Statement focuses on the time and effort devoted to the activities for which extra state compensation is earned. Further, the Policy Statement requires that the time and effort devoted to the activities will not represent a conflict of commitment with respect to the performance of the faculty member's assigned duties.
- The key elements for determining eligibility for extra state compensation are: 1) the faculty member must have a 'normal' teaching assignment, if teaching is usually a part of his/her assignment, and 2) the primary employer must consider teaching, research and service assignments, as well as the extent of any outside activities, in determining whether there is a conflict of commitment.
- The 20% cap on extra state compensation is eliminated.
- Extra state compensation for employment on the home campus (principle place of employment) is permitted.
- Extra state compensation for employment in the summer term is permitted.
- Oversight and responsibility for managing appointments and extra state compensation is vested with the chairs/directors/deans of the respective departments/colleges/units as primary employers.
- The Policy Statement, Extra State Compensation Procedures and Request for Approval replace "Workload Adjustment", which has been cancelled as a compensation process. Accordingly, the Division of Educational Outreach will no longer be involved in processing extra state compensation. All approved Request for Approval of Extra State Compensation Forms should be directed to the Office of Human Resources.
- Extra state compensation will be processed through the appointment process (bi-weekly payroll) not the payroll (lump sum) process. Therefore, it is imperative that the Request for Approval of Extra State Compensation Form be processed before the teaching assignment begins and the appointment occurs in a timely fashion in order to avoid retroactive payments and the extra workload that would ensue.

I would like to thank everyone who participated in this effort to streamline and simplify the Faculty Extra State Compensation Policy Statement, Procedures and Form. In particular, I would like to thank the Faculty Extra State Compensation Committee, the college dean's offices, regional campuses executive offices, Division of Educational Outreach, Office of Sponsored Research, Division of Human Resources and other offices that were instrumental in developing the final products.

Attachments

xc: Provost D. Stamps
President's Staff
Associate Vice President T. Frecker
Faculty Extra State Compensation Committee

- [Faculty Extra State Compensation Policy Statement](#)
- [Faculty Extra State Compensation Procedures](#)
- Request for Approval of Extra State Compensation Form