

USF External Compensation Policy

Policy Statement/Rationale

The teaching responsibilities and other duties of an academic year/nine month contract faculty member¹ constitute a full-time assignment (1.00 FTE) at the University of San Francisco (USF). Under certain circumstances, USF faculty members may wish to perform additional assignments under external grants or contracts awarded to USF which promote the University's mission and enhance its reputation. When this occurs, external compensation in addition to the faculty member's academic year base salary may be warranted. This policy contains the general provisions to cover these circumstances and limitations under which such external compensation may be appropriate.

Circumstances

All full-time USF faculty members paid for nine months of service may, with external funding agency approval, receive up to an additional three ninths of their base academic year salary for sponsored project work performed in the summer months or during other periods when they are not under university contract.

USF faculty members paid for nine months of service also are eligible to receive, subject to the provisions of this policy and contingent upon funding agency approval, up to twenty percent of their full-time academic year base salary as external compensation for performing additional sponsored project work during the academic year.

Such payments shall be for work that is:

- On behalf of a grant or contract awarded to the University,
- Limited in time and scope, and
- Outside the scope of the faculty member's standard work duties, assignments, or responsibilities

Approval Process

Payments of external compensation above the faculty member's academic year base salary for work performed under an externally sponsored award requires the prior written approval of the funding agency.

Proposals submitted to an external funding agency must clearly specify the type of work the faculty member will perform under the external award, the time period during which the work will take place, the amount of financial compensation requested for the work, how this level of financial compensation was determined, and whether these funds are to

¹ Pursuant to the CBA or established College/School requirements for faculty not under the CBA

be paid during the academic year as external compensation, i.e., in addition to the faculty member's academic year base salary.

Receipt of an award must indicate funding agency approval of the terms of external compensation outlined in the proposal. No additional funding agency approvals are required unless the funding agency makes the award contingent upon the resolution of issues pertaining to the payment of external compensation.

Required Faculty Assurance

Prior to University acceptance of the award, any faculty member that is to receive external compensation from a sponsored project during the academic year in addition to his or her academic year base salary shall complete and sign a External Compensation Approval Form (See Attached) certifying the additional sponsored project work will not:

- Interfere with the faculty member's ability to perform all responsibilities for which the faculty member's academic year base salary is paid.
- Compensate the faculty member for any work that is within the scope of the faculty member's standard work duties, assignments, or responsibilities.

This form shall be reviewed the Dean of the College/School before being transmitted to the Office of Sponsored Projects. The Office of Sponsored Projects will then accept the award on behalf of the University and submit all award information as well as the signed External Compensation Approval Form to the Office of Business and Finance for processing.

External Compensation Payment Requirements

Before any external compensation can be paid from a sponsored project, the funding agency approved budget must be adequate to pay the external compensation requested as well as associated benefits and any Facilities and Administration (F&A) costs.

All external compensation payments from a sponsored project shall be in compliance with the specific funding agency's terms and conditions.

External compensation payments shall be based on the faculty member's standard monthly base salary rate. Grant/contract funds shall not be used to increase the faculty member's salary rate of pay.

Funds from an external award may not be used to prepay faculty members for future sponsored project work.

Work for external compensation shall occur during the funding agency approved project period. Work that occurs prior to the beginning date of the project, and work conducted after the official project end date shall not be compensated with sponsored project funds.

To avoid the appearance of a financial conflict of interest, Principal Investigators and Project Directors may not receive external compensation for services provided under their external award without direct financial oversight by the Dean of their College/School.

External compensation paid from a sponsored project shall be subject to federal and state withholding taxes as well as USF's part-time statutory fringe benefit rate.

Effort Reporting

To ensure that external compensation is paid to faculty members in accordance with the terms of this policy, each faculty member who performs additional work on a sponsored project during the academic year for external compensation must sign and attach the following statement to the effort report that covers the time period during which the additional work was performed. The Dean's signature is also required when the faculty member has financial responsibility for the external award:

This is to certify that the additional effort I expended on the project entitled, "_____" for the period covered by this effort report was above and beyond the scope of my teaching responsibilities and other assigned duties for the University of San Francisco and did not interfere with my ability to perform all responsibilities for which my academic year base salary is paid.

Faculty Member's Signature/Date (if not the PI)

Principal Investigator's Signature/Date

Dean's Signature/Date (Required for PI's, Project Directors, and faculty with financial responsibilities for the external award).

USF External Compensation Request Form

External compensation payments are subject to USF's External Compensation Policy and contingent upon funding agency approval and the terms and conditions of the external award.

Faculty members who wish to obtain external compensation from an external grant or contract for sponsored project work conducted during the academic/contract year must fill out the following request, obtain the required institutional signatures, and submit the completed form to the Office of Sponsored Projects for processing.

Name: _____ College: _____

Funding Agency: _____ Dates From: _____ To: _____

Project Title: _____

Calculation of Extra Compensation Limit: (A) Base compensation for current academic year: \$ _____ (B) Total external compensation requested: \$ _____ (C) Divide (B) by (A) = ____% (Must not exceed 20%)

I hereby certify that the additional effort I will expend on the above referenced externally funded project will not interfere with my ability to perform all responsibilities for which my academic year base salary is paid.

Faculty member's signature/date: _____

Dean's signature/date: _____

Director/OSP: _____

Notes/Comments: _____

PLEASE RETURN THIS FORM TO THE OFFICE OF SPONSORED PROJECTS
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