



ACADEMIC AFFAIRS
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MEMORANDUM

TO: College Deans
 Chairs and Directors

FROM: Bret Danilowicz, Provost and Vice President
 Academic Affairs

DATE May 8, 2020

SUBJECT: Faculty Overload Assignments and Additional Compensation

For faculty, the regular assigned duties and responsibilities normally involve instruction, research and service. The expectations and relative proportions of each activity are defined in the faculty member’s annual assignment in accordance with the [Provost’s Memorandum on Faculty Assignment Guidelines](#) and in conformity with all applicable state and federal laws, University policies and regulations, and any applicable collective bargaining agreement.

The University recognizes, however, that individual faculty and staff may be interested in undertaking additional work assignments that are *distinctly* beyond their regular responsibilities for a given assignment period, provided the additional assignment does not interfere or conflict with their primary responsibilities. Article 8.4(d) of the Collective Bargaining Agreement (CBA) defines additional compensation as, “compensation for any duties in excess of a full appointment (1.0 FTE).” The [FAU Faculty Handbook](#) states that faculty may receive approval for additional compensation when assigned additional activities justify employment in excess of 1.0 FTE (full-time employment).

Additional Compensation Factors

To be eligible for any type of additional compensation, the faculty member must have received at least a “good” in every category of their annual evaluation the previous year. Activity resulting in University-based compensation beyond that associated with the normal annual appointment may include, but not be limited to:

- Extraordinary administrative duties not typically required of a faculty member in certain instances;
- Providing services to public schools, other SUS institutions, other state agencies, local governmental agencies, and private firms under the terms of a contract or grant;

- Commitment to research projects, when consistent with the approved project budget and allowed by the sponsor's policies, or to cost-sharing in external research grants.

Teaching - Approval of additional compensation for teaching is discouraged, and will require evidence that the faculty member already has a full assignment which cannot be increased without adversely affecting other assigned duties. It also will require assurance that the extra course can be taught without hindering the faculty member's ongoing research program.

Research & Public Service - Additional compensation for research or public service will normally be approved only after the faculty member's normal assignment to departmental research has been "bought out" by external sponsors, committed as cost-sharing, or otherwise specifically committed. When faculty have departmental research assignments while receiving additional compensation, plans for maintaining the projects being conducted as departmental research should be specified. A memo addressing these concerns should be attached to the approval form when it is submitted.

Approval will be granted only when other commitments clearly make it impossible to conduct the additional activities within the faculty member's full-time employment. In evaluating the additional assignment request, the department chair and dean will be expected to consider the balance among teaching, research, and service appropriate to the individual faculty member's continuing development within his or her academic discipline. **Ordinarily, additional assignments will not be approved in excess of a combined total of 0.25 FTE at any given time.**

Additional Compensation Approval Process

All activities for which additional compensation payments are requested must be pre-approved before the activity commences. If the additional compensation above 1.0 FTE comes from an account within FAU, the [Request for Approval of Additional Compensation Form](#) should be completed and forwarded to the Provost's Office, with signatures by the faculty member's department chair and dean. If the additional compensation is for teaching in a department other than the faculty member's home department, the form must include the signature of the chair of that department as well; if the additional compensation comes from an external grant or contract, the Research Accounting Office must sign to indicate that it is consistent with the project budget and the sponsor's policies.

The completed form must be received in the Provost's Office at least thirty (30) days prior to the beginning date of the additional assignment. If an extra compensation assignment is approved, it is not guaranteed and is temporary. The approval form must be attached to the payment in Workday for processing.

Additional Compensation Source

Pursuant to CBA Article 23.8, the type of payment for assigned duties is: "(A) Duties and responsibilities assigned by the University to an employee which do not exceed the available

established FTE for the position shall be compensated through the payment of salary, not temporary employment, unless stated otherwise in the Agreement; and (B) Duties and responsibilities assigned by the University to an employee which are in addition to the available established FTE for the position shall be compensated through temporary employment, not salary.” CBA Article 8.4(d) also states that “All additional compensation shall be paid through OPS.”

For more information on faculty overloads, please refer to [University Policy 7.2 on Faculty Overloads](#), the [Collective Bargaining Agreement, Articles 8.4\(d\) and 23.8](#), and the [FAU Faculty Handbook section on Additional Compensation](#).

For information on faculty incentives for externally funded productivity and scholarly activities, please refer to the Division of Research Policy [10.1.4 Sponsored Research Incentive Policy](#).

Cc: Michele Hawkins, Vice Provost, Academic Affairs
Christa Eitel, Assistant Vice President, Finance and Administration
Chris Biggs, Associate Director, Academic Affairs Budget Office