

University of Colorado Denver

Denver Campus

Faculty Additional Pay PRE-APPROVAL

This form is used to obtain pre-approval for faculty additional payment beyond approved academic year salary. This form must be attached to the Additional Pay Form each time payment is requested. THIS FORM IS NOT TO BE USED FOR ADMINISTRATIVE STIPENDS AND/OR SUMMER PAY FOR 9-MONTH FACULTY.

Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_

School/College and Home Department: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Sponsoring Department (if different from home dept): \_\_\_\_\_

Sponsoring Department Contact Name and Phone: \_\_\_\_\_

Allowable Types of Additional Compensation

Select one:

Teaching Overload - indicate type: Additional Courses Curricula Development On-Line course coordinator Continuing Education/Extended Studies Other teaching related activities

Please refer to Faculty Compensation Policy at Faculty Compensation - DC If overload exceeds two courses or equivalent to 6 credit hours, Provost signature is required.

Awards/ Incentive Programs (Awards program must be pre-approved by the Human Resources Director with documentation attached. Please reference to APS

https://www.cu.edu/psc/procedures/PPS/PPS Recognition and Training.pdf

Service Lecture/Performance Other service \_\_\_\_\_

Description of activity (e.g., course title(s), award program, service organization and/or activity):

1. Begin Date: \_\_\_\_\_ Expected/End Date: \_\_\_\_\_

2. Total remuneration for this activity: \$ \_\_\_\_\_

\_\_\_\_\_ Academic Year Salary: \$ \_\_\_\_\_

% above Academic Year Salary being requested: \_\_\_\_\_

Total additional amount received to day during current Academic Year: \$ \_\_\_\_\_

3. Please describe factors involved in determining how the amount of compensation is calculated.

4. Speed Type: \_\_\_\_\_

5. If activity is being paid by a sponsored program, list program \_\_\_\_\_

(Note: Sponsored programs accounting signature required below).

Table with 2 columns: Dept./School/College Pre-Approvals Signature Routing and If required. Rows include Employee, Sponsoring Dept. Dean, Home Dept. Chair/Director, Home Dean, Provost, and Sponsored Programs Accounting.

Final Routing: After all signatures have been obtained on this form, send original form back to sponsoring or home department.

Deans should consider a number of factors when deciding whether to approve additional pay for faculty. Below is a series of questions to assist in that decision. See [Faculty Compensation - DC](#) for policy.

### Rules

- 1) **Is the person on a fulltime, 9-month contract?** If yes, continue. If no, additional pay allowed.
- 2) **Is this person on sabbatical?** If yes, answer is no (unless extenuating circumstances). If no, continue.
- 3) **Is this person on a reduced workload agreement?** If yes, no additional pay allowed unless extenuating circumstances.
- 4) **What is the pay amount?** Does it seem reasonable given their current salary and the amount of effort involved?
- 5) **What is the source of funds?** If grants/contracts, must seek approval from sponsored program accounting.

### Work Load

- 1) **Has the faculty member reported additional work/ pay outside the university (under the 1/6<sup>th</sup> the policy)?**
- 2) **Will additional activities/pay affect what is expected from this person regarding research productivity and quality? Are they already fulfilling their workload percentages for research?** If yes, what are those activities and related effort? If not, additional pay should not be given for research related activities.
- 3) **Is this an assignment the person has done before—or will it require considerable prep?** (e.g., new course, new project)
- 4) **Are they teaching within their own department, or for another department, school or CU campus?** If outside their department/school/campus, what is the rationale?
- 5) **How will additional work be included for FRPA/ merit?**
- 6) **Are they currently receiving additional compensation for other university activities?**
- 7) **Does their performance level support their ability to handle the additional work/ activities and keep up their regular, full time responsibilities?**
- 8) **Is the person tenured? Or is this a junior faculty?** Might be more difficult for junior faculty to take on additional work.

### Conflict

- 1) **Is there a potential conflict of interest or conflict of commitment?** If there is a potential conflict on interest, faculty member should complete the Conflict of Interest form.