Campus Administrative Policy

Policy Title: Faculty Compensation–Anschatz Medical Campus

Policy Number: 1005  Functional Area: Academic and Faculty Affairs

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Approved by: Chancellor Donald M. Elliman, Jr.
Prepared by: Associate Vice Chancellor for Academic Operations
Reviewing Office: Executive Vice Chancellor for Administration and Finance and
Chief Financial Officer, CU Anschutz
Responsible Officer: Provost and Executive Vice Chancellor for Academic and Student
Affairs
Executive Vice Chancellor for Administration and Finance and Chief Financial Officer, CU
Anschutz
Applies to: University of Colorado Anschutz Medical Campus

A. INTRODUCTION

The purpose of this policy is to establish guidelines for faculty compensation at CU the-
Anschutz Medical Campus.

B. POLICY STATEMENT

For members of the faculty—additional pay and benefits, or perquisites beyond the
approved letter of offer or annual salary setting process will be permitted only in limited
circumstances. All compensation must be processed through the University’s payroll system
in order to assure compliance with the withholdings requirements of the Internal Revenue
Service. Faculty members will receive all compensation payments on or as of the last working
day of each month.

D. Definitions

The University of Colorado Faculty Handbook definitions should be referenced where.
E. Responsibility:

It is the responsibility of the Dean of each School and the Office of Academic Affairs to ensure compliance with the provisions of this policy.

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D. SALARY:

1. Faculty salaries are considered compensation for the labors and efforts of faculty members in the areas of teaching, research, clinical, creative work, and service. Salary is established by a letter of offer or by the annual salary setting process. The annual salary setting process for the Schools of Dental Medicine, Medicine, Nursing and Pharmacy, faculty here governed by the Regent Approved Base, Supplemental and Incentive or “BSI” (1995) policy regarding practice plans. Salary shall be based on consideration of merit, market, equity, and rank. Stipends, honoraria, or other forms of additional pay are prohibited as supplementary compensation for normal and reasonable faculty activities.

2. The university permits salary adjustments for full-time faculty members once a year. Consideration of salary increases occurs in the spring, for salary changes that will take effect on July 1st. In recent years, the regents have granted an additional opportunity to adjust salaries, which occurs in the fall (for salary adjustments that will take effect on January 1st). January 1st salary adjustments are permitted only for schools and colleges.
that have adopted a BSI compensation plan. Outside of these two opportunities, full-
time faculty salaries are generally not adjusted at any other time during the year.

3. Salaries for all faculty members must be approved by the Chancellor and then, the
Regents. All salary recommendations are submitted to the regents through a process
managed by the individual schools and colleges. A “salary pool” is provided for use
during the process, and all adjustments are required to fall within that pool. Typically,
individual faculty salaries are based on merit and cost-of-living factors and cannot
increase more than a pre-determined “threshold,” unless the department and the School
of Medicine provide written justification. For example, a large salary increase may be
denied unless it can be justified based on a substantial change in the faculty member’s
responsibilities, market demands or equity considerations. The annual salary setting
process is governed by the UCHSC Faculty Compensation Plan, which is annually
updated and approved by the Chancellor and the Chancellor’s Executive Committee
in advance of the salary setting process. Due to the unique mission and funding
arrangements for the schools, each school develops and documents its process for
evaluating and compensating its faculty. Each school or unit is responsible for
funding annual salary adjustments. These adjustments cannot exceed the maximum
average increase limitation that is established by the Board of Regents. The annual
salary recommendations are reviewed and approved by the pertinent dean prior to
submission to the Chancellor.

44. As prescribed in this policy, a full-time faculty member may receive additional pay
for extra services only when an unusual amount of time is required outside the
faculty member’s regular duties. The extra services must be additional work that is
approved in advance by the faculty member’s supervisor and the Dean of the School
or the Office of Academic Affairs for faculty members of the Library.

**E. ADMINISTRATIVE APPOINTMENT:**

A full-time faculty member who also has an administrative appointment may be required to
spend an unusual amount of time outside his or her regular faculty duties and may qualify
for additional pay. At the University of Colorado Anschutz Medical Campus, this is
generally referred to as an administrative stipend, and is permitted with advance approval by
the faculty member’s supervisor, the Dean of the School and as required by the President or the
Board of Regents. Administrative stipends will not be paid while a faculty member is on
sabbatical. Administrative stipends are time-specific and may not continue once the additional
administrative duties are terminated.

**F. EXTRAMURAL FUNDING:**

Faculty members may not earn additional compensation for research or scholarly activities.
Sponsored program funds received during the course of an academic year (grants, contracts,
or gifts) normally may not be used to increase a faculty member’s approved academic year
salary. In rare circumstances, research and scholarly activity may require work in a remote
operation or consultation across departmental lines that is in addition to a faculty member’s
regular departmental load. In such unusual circumstances, sponsored program funds may be used to increase a faculty member’s regular, academic year salary only if: a) the additional work is approved in writing and in advance by the faculty member’s supervisor and the Dean of the School or the Office of Academic Affairs for faculty members of the Library; and b) explicit, written, prior authorization is obtained from the granting agency or sponsor.

G. ADDITIONAL PAY FROM OUTSIDE SOURCES: THE 1/6TH RULE

Faculty members may receive outside pay under the provisions of the 1/6th rule, as applicable, while on leave without pay, or, for academic year faculty, summer vacation periods. School of Medicine faculty are not eligible for the 1/6th rule. Faculty members must comply with the University of Colorado Administrative Policy Statement on Conflict of Interest.

H. TEACHING OVERLOAD

A faculty member’s salary includes compensation for teaching courses for degree-granting programs of the Anschutz Medical Campus Health Sciences Center. In those instances when a faculty member teaches courses for a degree-granting program in his or her School, that is in addition to the agreed upon workload, the faculty member may receive an adjustment in workload in a subsequent term. Additional compensation for teaching courses for degree-granting programs is permitted only when a faculty member assumes teaching responsibilities outside of his or her School that is in addition to his or her agreed upon teaching workload for the School. The faculty member’s supervisor and the Dean of the School or the Office of Academic Affairs for faculty members of the Library must approve the additional workload in advance. Faculty members with reduced teaching duties, as a part of a differential workload agreement, shall not normally be eligible for additional pay for teaching courses for degree granting programs.

I. CONTINUING EDUCATION & EXTENDED STUDIES

Additional pay may be granted for instructing continuing education or extended studies courses. Compensation for these activities is governed by the policies of the continuing education program of each School. Each School of the University of Colorado Anschutz Medical Campus Health Sciences is required to have a regularly published and updated policy for granting additional pay under its extended studies and continuing education program(s). At a minimum, the policy must stipulate: a) the School’s academic official who is responsible for approval of continuing education and extended studies pay; and b) the basis for determination of additional pay for instructing continuing education or extended studies programs.

J. SERVICE

Service during the academic year to other departments, Schools, campus committees or organizations, or participation in University activities are examples of activities all faculty members should expect to undertake without additional compensation as part of his or her...
service obligation to CU Anschutz. Service that includes significant leadership or supervisory responsibility may be eligible for additional compensation when it is not a regular and on-going component of a faculty member’s workload. Advance approval by the Chancellor is required prior to making commitments for such compensation.

K. RECOGNITION AWARDS

Faculty members may receive monetary awards from the University for outstanding achievement and performance. The awards must be granted as a result of a formal, documented process.

L. INCENTIVE PAYMENTS

Faculty members may receive incentive payments per the provisions of special compensation plan or policy that is approved by the Board of Regents and is consistent with federal sponsored program requirements. Each School with a Board of Regent approved incentive plan is required to have a regularly published, updated, and consistently applied policy for granting additional pay under its incentive plan. At a minimum, the policy must stipulate a) the School’s official who is responsible for approval of incentive pay; and b) the basis for determination of incentive pay.

M. SUMMER PAY

Faculty members with an academic year appointment may perform research, teaching, and service work during the summer months. Compensation during the summer months is permissible at rates not to exceed 1/9th of the academic year salary per summer month. Grants and Contracts will guide the Schools in the calculation of summer salary per the requirements of Federal policy.

N. HONORARIA PAID BY THE UNIVERSITY OF COLORADO

Honoraria, paid by the University of Colorado, is a payment for service that is intended to express appreciation for a one-time performance or lecture provided outside of a faculty member’s School and when such service is in addition to his or her normal workload. Honoraria are permitted only when the activity is not on-going and the payment has been approved in advance by the Chancellor or his / her designee. Honoraria payments to a faculty member should be nominal in amount and are intended to be a token of appreciation, rather than a payment for the services rendered. Note that it should be noted that many external sponsors may have policies that specifically prohibit these payments from sponsored program activities and so, therefore, care should be taken to ensure compliance with the sponsor’s policies for allowing honoraria payments to be made from sponsored program funding.

P. Additional Pay from Outside Sources:

Faculty members may receive outside pay under the provisions of the 1/6th rule, as applicable, while on leave without pay, or, for academic year faculty, summer vacation.
periods. School of Medicine faculty are not eligible for the 1/6th rule. Faculty members must comply with the University of Colorado Administrative Policy Statement on Conflict of Interest. Furthermore, no employee of the Health Sciences Center shall derive private gain from his or her association with the University except as provided by the University of Colorado Administrative Policy Statement for Conflict of Interest and the policies governing technology transfer.

O. MOVING AND OTHER ALLOWANCES

Faculty members may receive a moving allowance only as a part of their appointment to the University of Colorado Anschutz Medical Campus. Moving allowances must be granted in conformance with University of Colorado Policy 2012 for Moving and Relocation Expense Reimbursement. Housing and/or automobile allowances are not permissible.

R. Housing Allowances:

Faculty members are not eligible for housing allowances.

PS. Automobile Allowances:

Faculty members are not eligible for automobile allowances.

T. APPOINTMENT EFFECTIVE DATES:

Faculty members shall not begin working under their appointment until the appointment has been approved per University policy. Retroactive approvals are not permitted.

Q. SALARY GRIEVANCE PROCESS:

1. Every school and college of the University of Colorado Anschutz Medical Campus shall have a process whereby faculty members may seek a review of their individual salaries. Salary decisions are based primarily on annual merit evaluations, but also may include considerations of market and equity. Faculty members may seek a reconsideration of their own annual salary allocation but may not challenge the salary awarded to another faculty member. In cases where the faculty member’s concern is the annual merit evaluation, existing primary unit and college/school/library level processes for reconsideration of the evaluation shall be used. In cases where the faculty member’s concern is primarily a market and/or equity issue, the procedures outlined below shall be used. It is a cardinal principle of the university that “merit shall be the prevailing factor in all recommended salary increases” (Regents Policy 11B.1.b.(1))

2. Faculty members who wish a review of their salary should first inquire with his or her department chair. The faculty member should state the specific nature of the concern, provide relevant background information and if applicable, request a specific remedy. The department chair should respond to the faculty member within 30 days. If the
concern cannot be resolved at this first level, the faculty member should prepare a written letter with the same information and include an explanation of why the concern was not satisfactorily resolved. The second request should be addressed to the dean. The dean will conduct a review and respond in writing within 30 days. If the issue cannot be resolved at the first or second level, the matter may be referred to the Chancellor. The Chancellor will conduct a review and respond to the employee in writing with a final determination within 30 days. Either party may request an extension of this response deadline for the first, second and final level of review.

R. POLICY DEVELOPMENT

It is the responsibility of the Dean or Director of each school/college/library and the Office of the Provost to ensure compliance with the provisions of this policy.

The development of a campus-wide faculty grievance policy shall supersede a colleges or school’s grievance process. Until such time as a campus-wide faculty grievance policy is developed, each college or school, in consultation with the faculty, shall develop a salary grievance process for its faculty.

Notes

1. Date of official enactment: XXXX, November 18, 2004

2. History:
   - Revised on October 2, 2018 to reflect current practice and current Article, law and other policy considerations.
   - Format modified on May 3, 2018 to reflect a 2018 Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university.
   - Revised on October 2, 2018 to reflect current practice and current Article, law and other policy considerations.

3. Initial Policy Effective Date: November 18, 2004

4. Cross References/Appendix:
   - Board of Regents Article 11: Compensation, Benefits, and other Personnel Matters
   - Board of Regents Policy 5D: Additional Remuneration for Extra Work
   - Board of Regents Policy 5E: Additional Remuneration for Consultative Services
   - APS # 5012: Conflicts of Interest and Commitment in Teaching and Research
   - Campus Policy # 1007: Compensation Principles for Tenure and Promotion
   - Campus Information: 1/6th Rule and FAQs and Request Form

Commented [HKD2]: Just FYI, per System: These may be moved to Laws Article 11, with the revamp of Policy 5
• Board of Regents Policy 11B: Faculty Salary