

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 full-time, 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 1/6th 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.