

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 1/6th 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.