



**Campus Administrative Policy**

**Policy Title: Faculty Compensation–Anschutz Medical Campus**

Policy Number: 1005A      Functional Area: Academic & Faculty Affairs

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Applies to: CU Anschutz Medical Campus

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**A. INTRODUCTION**

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

**B. POLICY STATEMENT**

For members of the faculty, additional pay and benefits, 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. It is the responsibility of the dean of each college or school and the director of the library 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, scholarly or creative work, clinical, and leadership and service. Salary is established by a letter of offer or by the annual salary setting process. The annual salary setting process for the School of Dental Medicine, School of Medicine, Colorado School of Public Health, and the School of Pharmacy is governed by the Board of Regents- 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 annual salary adjustments for full-time faculty members. Consideration of salary increases occurs in the spring (for salary adjustments that will take effect on July 1st.) Upon Regent approval, salary adjustments may occur in the fall with an effective date of January 1. 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. All salary recommendations are submitted to the chancellor through a process managed by the individual schools and colleges or library. 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 college/school or library provides 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.

4. 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 College/School or the Office of Academic Affairs for Library faculty members.

#### **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 their regular faculty duties and may qualify for additional pay. At the CU 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 College/School, the chancellor, 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, scholarly or creative 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, scholarly activity, and creative work 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 1/6<sup>TH</sup> RULE**

Subject to university policies 5012, Conflicts of Interest and Commitment in Research and Teaching, and 1044, Faculty Consulting and External Professional Activities, outside consultation, research, clinical, and other work is allowed provided that it does not interfere with the faculty member’s performance of assigned university responsibilities and does not involve more than one-sixth of their time (commonly referred to as the “one- sixth” rule.) This applies to both nine- and twelve-month faculty appointments on the tenure track.

Faculty members involved in outside work are permitted to receive outside remuneration for this work and their regular university salary shall not be affected. Outside work by faculty members involved in schools or colleges that have alternative compensation plans approved by the Board of Regents or other contractual requirements limiting their ability to perform services for compensation shall be governed by those plans.

#### **H. ADDITIONAL WORKLOAD COMPENSATION**

A faculty member's salary includes compensation for teaching, scholarly/creative work, leadership, and service and when appropriate, clinical or professional practice. The percent of effort for each of these endeavors varies by school/college and by faculty member. Additional workload compensation is permitted only when a faculty member assumes responsibilities that is in addition to their agreed upon workload for the School. The faculty member's supervisor and the dean of the College/School or for faculty members of the Library, the director of the Library and the provost must approve of the additional workload in advance.

#### **I. CONTINUING EDUCATION**

Additional pay may be granted for participating in the conduct (e.g., directing, teaching, assessing) of continuing education courses. Compensation for these activities is governed by the policies of the continuing education program of each College/School. Each College/School of the University of Colorado Anschutz Medical Campus is required to have a regularly published and updated policy for granting additional pay under its 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 pay; and b) the basis for determination of additional pay for engaging in the conduct of continuing education programs.

#### **J. LEADERSHIP AND SERVICE**

Leadership and service during the academic year to other departments, colleges, 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 their leadership and service obligations to the University of Colorado Anschutz Medical Campus. 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 faculty member's dean or for faculty members of the Library, the Director of the Library, the provost, and the chancellor is required prior to making commitments for such compensation.

#### **K. INCENTIVE PAYMENTS**

Faculty members may receive incentive payments per the provisions of a special compensation plan or policy that is approved by the Board of Regents and is consistent with federal sponsored program requirements. Each college or school with a Board of

Regents-approved incentive plan is required to have a regularly published, updated and online accessible policy for granting additional pay under its incentive plan. At a minimum, the policy must stipulate a) the official at the college/school who is responsible for approval of incentive pay; and b) the basis for determination of incentive pay.

**L. SUMMER PAY**

Faculty members with an academic year appointment may perform research, teaching, and leadership and service work during the summer months for compensation. Any such summer compensation shall be made in compliance with federal and University policies.

**M. HONORARIA PAID BY THE UNIVERSITY OF COLORADO**

An honorarium, paid by the University of Colorado, is a payment for service that is intended to express appreciation for a one-time performance and when such service is in addition to a faculty member's normal workload. An honorarium is permitted only when the activity is not on-going, and the payment has been approved in advance by the chancellor or their designee. Note that external sponsors may have policies that specifically prohibit these payments from sponsored program activities; as such, care should be taken to ensure compliance with the sponsor's policies.

**N. 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 the CU Denver | CU Anschutz Campus Policy 2012, Moving and Relocation Expense Reimbursement. Faculty members are not eligible to receive housing and/or automobile allowances.

**O. APPOINTMENT EFFECTIVE DATES**

Faculty members shall not begin to receive payment or benefits under their appointment until the appointment has been approved per University policy. Retroactive approvals are not permitted.

**P. SALARY GRIEVANCE PROCESS**

1. Every unit 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 considerations of market and equity may also be considered. 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 their unit head or 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 unit head or 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 dean will conduct their second level review and respond in writing within 30 days. The decision of the dean is final.

## **Q. POLICY DEVELOPMENT**

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

## **NOTES**

1. Dates of official enactment and amendments:  
November 18, 2004: Adopted/Approved  
July 1, 2019: Revised  
November 25, 2019: Corrected  
July 1, 2020: Administrative Changes
2. History:  
May 3, 2018: Format modified to reflect a Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university.  
July 1, 2019: Revised to reflect current practice, Article, law & other policy considerations.  
November 25, 2019: “Extended Studies” was deleted in the July 1, 2019 version but one “Extended Studies” phrase was inadvertently left in section I. That was fixed.  
July 1, 2020: Administrative changes to coincide with updated Article/Policy 5.
3. Initial Policy Effective Date: November 18, 2004
4. Cross References/Appendix:
  - Board of Regents Article 11: Compensation and Benefits
  - Board of Regents Policy 11B: Faculty Salary
  - Board of Regents Policy 5.C.4(D)
  - Administrative Policy Statement 5012, Conflicts of Interest and Commitment in Teaching and Research
  - Administrative Policy Statement 1044, Faculty Consulting and External Professional Activities