

Campus Administrative Policy

Policy Title: Faculty Compensation – University of Colorado Denver

Policy Number: 1006D Functional Area: Academic and Faculty Affairs

Effective: September 16, 2025

Approved by: Kenneth Christensen

Chancellor, University of Colorado Denver

Applies to: CU Denver

A. Introduction

This policy establishes process and authority for various types of faculty compensation as allowed by Regents laws and policies, university administrative and fiscal policies, and federal regulations for grants and contracts.

This policy applies to the university faculty titles at the University of Colorado Denver, as defined in <u>CU System Administrative Policy</u>
<u>Statement (APS) 5060, Faculty Appointments</u>, and was established using the following principles:

- School/College Deans and Library Director establish faculty workload standards (e.g., number of courses taught per semester).
- As a public institution, the university is held accountable for evaluating and communicating faculty productivity.
- Faculty academic year salaries are established annually to cover a 9month workload.

- Unless under a differentiated workload agreement, faculty workload for the academic year is specified in the faculty letter of offer, contract and/orand addendums. Academic year compensation is expected to cover these activities.
- There are limited circumstances in which faculty may receive additional remuneration during the academic year and in general this should occur only for unusual amounts of time and/or higher-level responsibilities.
- Faculty members who take on additional temporary work during the
 academic year may be compensated or agree to course release and/or
 access to professional development funds. Agreements regarding
 compensation, course release, and/or professional development funds
 must be set prior to work beginning. In no case shall the type of
 compensation change after the work has begun or is completed.
- Additional remuneration should be set at a level consistent with the type and amount of work performed.
- Funds from grants and contracts are expected to offset the school/college/library funding and should not be paid to the faculty member as additional compensation during the academic year. Federal regulation states that faculty effort on sponsored projects is considered an expectation of the faculty member's university appointment and is not to be paid as additional compensation. There may be unusual circumstances for which the grant/contract sponsor will approve additional compensation. These requests should be outlined in the proposal to and approved by the sponsor.
- Faculty on 9-month contracts are eligible for additional university work and compensation during summer months under separate employment agreements subject to 3/9ths rule explained in the policy.
- This policy does not apply to consulting services/work outside of the university as allowed under Regents policy regarding additional remuneration for extra work.
- This policy applies to all additional work paid through the university to CU Denver faculty for work done at any campus or system office.

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C. Policy Statement

1. Faculty compensation is established for each appointment in the letter of offer, and subsequently through the annual salary setting process and/or addendums to the letter of offer. Board of Regents Policy 6.A specifies the delegation of authority for appointments to the chancellor. Additional pay, benefits or perquisites beyond the letter of offer or annual salary setting process will be permitted only in limited circumstances, and requires approval as set forth in this policy. In general, full-time faculty (on 9- or 12-month appointments) may be eligible for additional pay, professional development funds, or course release when an unusual amount of time is required outside of the faculty member's regular duties, and when approved in advance by the appropriate dean. This policy applies to all additional work paid through the university to CU Denver faculty for work at any campus or system office.

- 2. Faculty less than 1.0 FTE) may receive additional pay without preapproval at the same rate of pay up to 100% of full-time equivalent.
- 3. All salary must be appropriately documented and approved, and processed through the university's payroll system in order to ensure compliance with the withholding requirements of the Internal Revenue Service. Excepting specific delegation as noted below, total additional remuneration that exceeds 10% of salary for an academic year must receive provost approval. A dean or director may request authorization from the provost to approve additional remuneration more than 10% of the salary for an academic year for their school/college/library. Only extraordinary circumstances above 20% should be approved. To receive authorization, the school/college/library must adopt a policy that includes:
 - a. Any additional pay must be a result of the faculty engaging in extended studies or the teaching/development of professional development or non-credit courses;
 - the school/college/library has a framework outlining when, how, and under what circumstances pay may be increased up to 20%;
 - c. any faculty who is below Meeting Expectations on their annual merit review, not in good standing, or under a performance improvement or extensive review is ineligible for additional pay. For those schools/colleges that are delegated this expanded authority, the provost must still approve any pay that exceeds 20% for an academic year.
- 4. Deans or directors in units which have ongoing or unique compensation requests should submit their school/college/library compensation policies for provost approval. All school/college/library compensation policies or practices in place prior to the approval of this policy should be submitted for provost approval. Copies of approved policies must be forwarded to Human Resources to expedite processing of the payments.

D. Compensation Approval

The chancellor, upon recommendation of the provost, determines the annual campus salary setting process for academic and fiscal year salaries. Faculty salary rosters are submitted to the provost by the schools, colleges, and library according to the annually published campus process. In addition, the provost reviews and approves all other faculty compensation issues such as salary equity studies/plans and additional compensation issues. The provost may appoint, on an ad hoc or ongoing basis, committee(s) to review and recommend new or existing compensation practices and policies.

Requests for additional faculty compensation beyond academic year salary, as allowed by this policy, must follow the established campus process including pre-approval by the appropriate dean(s). Exceptions to this policy must be approved by the provost.

Administrative appointments must be processed as an additional appointment following the campus hiring process.

E. Annual Salaries

Faculty salaries are considered compensation for the labors and efforts of faculty members in the areas of teaching, research or scholarly/creative work, and service. Salary is established by the letter of offer at the time of initial hire and subsequently by the annual salary setting process. Salary is based on consideration of merit, market, equity and rank, with merit as the primary criterion. One-time compensation at the initial hire (e.g., moving expenses, start-up funds) y may be negotiated by the dean and approved by the provost, and must be included in the letter of offer.

Nine-month faculty appointments formally commence on September 1 and end on May 31 each academic year. When the academic calendar starts before September 1, the appointment will end nine months after the start date. Each year, individual faculty members may elect to be paid only during the 9-month appointment period or to have 9- month salaries paid over twelve months. New faculty members may also be paid at the end of August when the academic year begins early and have the remaining balance of

their salaries equally distributed over 9 or 12 months. When it is necessary to prorate academic year salaries, it will be based on 36 weeks of paid time (18 weeks per semester). Accordingly, fall, winter and spring breaks and University holidays are considered unpaid time off.

The annual salary setting process is governed by the school/college/library compensation plan. The annual salary adjustments are recommended by the dean or director with approval by the chancellor upon concurrence of the provost. The annual salary adjustments for the school/college/library cannot exceed the maximum average increase limitation that is established by the Board of Regents. As set forth in university policy, each school/college/library has established a process for evaluating merit.

Faculty members on full-time academic year appointments may not earn additional compensation for research, service, or scholarly/creative activities during the academic year except as noted in Section H below. With permission from their dean, faculty may reduce their academic year salary from the university in order to accept an equivalent amount of compensation from research grants and contracts equal to the effort provided. In some cases, faculty may request from their dean course or service 'buyout' to be replaced by the work performed for the grant or contract. Such agreements should be documented in writing.

F. Faculty Salary Grievances¹

Every school and college and the library of CU Denver shall have a written policy and process, prepared in collaboration with the faculty in the unit, whereby faculty members may seek a review of their individual salaries. The policy must include a statement that there can be no discrimination, retaliation, or punishment of any kind toward someone who files a salary grievance or equity appeal under the policy.

A link to school, college, and library policy on salary grievances should be

¹ Rostered faculty may submit equity claims arising from their administrative appointments (e.g., director, chair, associate chair) to their Dean and an appeal to the Provost following this policy. This process shall apply only to those whose primary appointment is as rostered faculty. Individuals whose primary appointment is as administrative staff shall follow the staff process.

distributed to the faculty with the annual salary letter and posted on the school/college website.

The school, college, and library policy must include a statement that an individual may submit a concern to the Office of Equity in addition to their academic unit appeal.

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.

Primary units, deans and university administrators shall provide relevant public information to faculty who seek reconsideration of their salaries, such as salaries awarded by primary unit, and college and campus-level data.

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 in Section G 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)).

Deans are advised to keep a reserve, within the existing salary pool, in order to be able to address legitimate salary grievances.

G. Faculty Salary Grievance Procedures

There are two types of faculty salary grievances:

1. Market/Compression:

Faculty members who wish a reconsideration of their salary (for reasons other than protected class equity) shall, within 50 working days of receipt of their salary letter, submit a letter to the dean outlining the

reasons why they believe their salary should be adjusted. Schools and colleges may establish templates for such letters if they wish. Market data should be included. Sources for such data could include the *Chronicle of Higher Education Annual Salary Survey*, Oklahoma State University Faculty Salary Survey (by rank, field and type of institution), CUPA-HR Data, or salary survey data collected by relevant academic professional organizations

In cases for market/compression based salary grivences, dean should consult a committee as specified in the unit's policies on faculty salary grievence and equity reviews.

2. Equity based salary grievences on protected class

The University of Colorado Denver is dedicated to providing equal pay for substantially similar work in accordance with Colorado Equal Pay Equal Work Act. Faculty can file a salary equity appeal based on protected class status anytime.

Salary equity appeal for protected classes must address total salary and cannot pertain to annual merit raises or other annual salary adjustments and may not include "Other Faculty" appointments (Job code 14xx, e.g., associate chair, chair, faculty director, associate dean, endowed chair). Only base salary will be considered for appeals. Salary equity appeal must involve an internal comparison between the individual's salary and the salaries of other faculty members within the same track, rank (or lower), unit, discipline (based on CIP code), or specialty performing substantially similar duties and does not include market evaluation. Comparisons to faculty members from other units or disciplines are not permitted. The appellant must identify a comparator as part of their appeal.

Schools, colleges, and library should evaluate salary equity appeals by considering the factors, including: substantially similar duties within the same track and same rank or lower in the unit or discipline; years since highest degree as it reflects job-related experience; years in current track and rank as it indicates job-related experience; years at CU Denver in

applicable rank as it indicates job-related experience; retention offers, which may reflect job-related experience, production quality and quantity, and exceptionally high merit; additional appointments held (e.g., chair or director), which may indicate job-related experience and the quality and quantity of contributions.

In cases for equity based salary grivences, dean may consult a committee as specified in the unit's policies on faculty salary grievence and equity reviews.

In both salary grievances (Market/Compression and Equity Based):

The dean shall make a final determination and, if warranted, adjust the faculty member's salary. The dean shall notify the faculty member of the decision and issue a new salary letter, if needed.

The process of reviewing grievances and, if warranted, re-setting salaries shall be completed within 50 business days of receiving salary grievances or equity appeal. The dean's letter should include an explanation of the decision and information about the opportunity to appeal the decision to the Provost (both for market/compression grievences and equity based reviews) for procedural concerns and the Office of Equity (for equity based reviews) on the basis of protected class concerns for further review.

Upon receiving the dean's decision, faculty members have 50 business days to appeal to the provost. The provost may convene a committee to provide advice on the appeal. Within 50 business days of receiving the appeal, the provost will render a decision, either upholding the process used in dean's ruling or asking the dean to adjust the process and reconsider the case. Throughout this process, the faculty member will be kept informed through copies of the provost's letters. If he provost upholds the process, that decision concludes the appeal process. If the Provost sends the case back to the dean for reconsideration (with a guidance), the faculty member may have grounds for future appeals based on the outcome of the dean's reconsideration.

H. Types of Allowable Additional Compensation

Below are listed allowable types of additional compensation. Most of these types are allowable only when the work exceeds the normal workload expectations of the faculty member, or is considered higher level responsibilities. All additional compensation requires pre-approval of both the type of work and the amount of compensation.

1. Administrative Appointments

A faculty member who also has an administrative appointment (e.g., Chair, Coordinator, Director) may be required to spend an unusual amount of time and/or perform higher level duties outside their regular faculty duties and may qualify for additional pay. At the university this is generally referred to as an administrative stipend. Administrative appointments for both full- and part-time aculty less than 1.0 FTE must follow the campus hiring process and require a letter of offer which references the faculty member's other appointment(s). Administrative stipends may not be paid while a faculty member is on sabbatical. Administrative appointments are at-will and the stipends shall not continue once the administrative duties are terminated. Administrative stipends are not part of the faculty member's base salary, and thus, are not counted in the calculation of summer pay.

2. Teaching Overload

Teaching activities outside of the academic year normal teaching load, as defined by the contractual agreement between the unit and faculty member, , is considered 'overload' teaching and may be compensated. In general, faculty overload teaching activities are limited to two courses (or equivalent to work required for six credit hours) per academic year. Overload teaching must be approved in advance by the dean of the school to which the faculty member belongs. Overload teaching outside of the faculty member's school, college, or campus must be preapproved by both deans. Teaching overload activities that are beyond the limits of this policy require provost approval.

Faculty members on sabbatical or with reduced teaching duties are not normally eligible for additional pay for teaching. Under extraordinary circumstances, exceptions may be granted by the provost.

Types of allowable overload teaching activities are listed below:

a. Additional courses

Requests for overload teaching should justify why the course must be provided and why no other qualified faculty are available.

b. Curricula development

Curricula development including course and tutorial development may be subject to additional compensation or course release due to the unusual amount of time required. Such arrangements must be written in an agreement between the faculty member and the relevant department/college with approval required from the dean of the faculty member's school/college/library. In general, faculty are paid in installments based on work products completed as outlined in the agreement.

c. Course Coordinator

Coordinator roles may be considered administrative appointments and covered under Section H.1.

d. Continuing Education/Extended Studies/CU-Succeed

Additional pay may be contracted for teaching continuing education or extended studies courses. Compensation for these activities is governed by the policies of the relevant department/school/college/library.

e. Other teaching related activities

Other teaching related activities beyond the normal teaching load

such as additional advising, site coordination, and taking on extra students may also qualify as 'overload,' at the dean's discretion in accord with any school/college policies

3. If the additional work will be paid by a sponsored project, the proposal should contain the request for additional pay with explanation of the unusual circumstances requiring the pay. In addition, the sponsor must approve the pay. If the additional pay is not outlined in the award, University of Colorado Denver Sponsored Programs Accounting must obtain approval from the sponsor before the work begins.

I. Awards and Incentive Programs

Faculty may receive monetary awards from the University for outstanding achievement and performance. The awards must be granted as part of a formal, documented program. Recognition award programs may be developed and recommended by the deans but must receive approval from the Provost Office and/or Human Resources Office. (See PSC Procedural Statement: Recognition and Training)

Most awards are non-base building and paid in a lump sum at the end of the academic year. Some awards, particularly those granted by outside contributors, may be paid in several installments during the academic year. Awards are not considered part of the faculty member's base salary, and thus, are not counted in the calculation of summer pay.

Schools/Colleges/Library may develop incentive programs for outstanding teaching, research, service or creative work by basing additional compensation on teaching evaluations or other documented criteria. Such programs must be pre-approved as described above.

J. Service

Additional pay for university service activities will be approved only in limited circumstances. Service during the academic year to other departments, schools, or colleges, service to university committees or organizations, or participation in university activities are examples of activities that all faculty

members should expect to undertake without additional compensation as part of their service obligation to the university.

Service that includes significant leadership, program development (e.g., accreditation), or supervisory responsibility may be eligible for additional compensation when it is not a regular and ongoing component of a faculty member's workload formula. Advance approval by the dean is required. In instances in which the work is performed for another campus or system office, information regarding the expectations and compensation must be provided to the dean as part of the approval process.

Faculty may also be compensated for performances or lectures offered in service to other university offices or organizations. Units or individuals wishing to offer additional pay, often referred to as honoraria, should consult Regents Laws and Policy and their dean's office prior to making offers to faculty to determine if the activity qualifies for additional compensation.

K. Professional Development Funds

Professional development funds are essential to fostering a thriving academic environment at CU Denver, supporting the career growth and advancement of faculty across all levels. Faculty members are the cornerstone of our institution, and their continuous development is critical to maintaining the university's competitive edge, enhancing student learning outcomes, and contributing to scholarly research.

Professional development opportunities—such as attending academic conferences, engaging in specialized training, purchasing equipment for teaching and/or research, and collaborating with peers from diverse institutions—allow faculty to stay current in their fields, refine their teaching skills, and expand their research impact. These experiences and materials not only improve faculty expertise but also drive innovation in curriculum design and pedagogy, benefiting students by ensuring they receive instruction that reflects the latest advancements in their disciplines.

Investing in professional development also plays a crucial role in faculty retention and morale. Faculty who have access to development funds are better positioned to achieve career milestones, such as securing research

grants, publishing in leading journals, and attaining tenure or promotion. In turn, this fosters a culture of excellence and intellectual engagement that enhances CU Denver's reputation.

By allocating resources to faculty professional development, CU Denver reaffirms its commitment to the growth and success of its academic community, ensuring that faculty can fully realize their potential as scholars, teachers, and leaders. Academic units should prioritize opportunities to receive professional development funds for faculty in setting of academic units budget priorities.

1. Policy and Process for Professional Development Funds

The policy and process for determining professional development funding, including the amount allocated, will be established at the school, college, and library levels in consultation with the faculty, while taking the following into consideration:

- a. The policy should be shared with the faculty and may be integrated into unit bylaws.
- b. The process should treat all rostered faculty equitably.
- c. If the school allocates annual professional development (PD) funds, the amount can vary across rank and track. Faculty should be consulted on professional development amounts within the context of budget priority discussions.
- d. The policy should specify the period of time in which the professional funds must be expended and if and how unused PD funds can be redirected by the Dean's Office.
- e. PD fund allocations cannot be taken out by faculty as additional compensation.
- 2. Additional Compensation and Professional Development Funds

While professional development funds invest in faculty's long-term career growth, additional compensation pays the faculty for extra work for duties beyond a faculty member's regular responsibilities, such as taking on extra projects, committee work, and/or administrative roles. As articulated in sections H, I, and J, additional pay given in these circumstances

compensates faculty for their time and effort in completing tasks that fall outside the scope of their primary appointment.

- a. The additional compensation specified in sections H, I, and J of this policy refers to payment for work and should be provided as additional salary, not as PD funds.
- b. When faculty members perform additional campus-level work, they should be compensated with additional salary, not PD funds, except situations described in c.
- c. A faculty member may request that additional compensation be paid as PD funds prior to starting the work based on their professional development needs subject to any specific school, college, and library policy. This arrangement must be agreed upon and documented by the faculty member and the administrator responsible for overseeing the work and the administrator responsible with the budget prior to the start of the work.
- d. Any decision to take additional compensation as PD funds is final and any PD funds will not be included in any calculation for annual salary or salary equity calculation or consideration.
- e. If a faculty member is paid with PD funds, the unit's policies, including the sweeping of unused funds, will apply.

L. Summer Compensation

To ensure compliance with federal grant regulations and promote consistency across units, the university adheres to the 3/9ths rule for summer compensation, requiring that all additional summer appointments for 9-month faculty—including those funded by grants—be documented through formal offer letters and subject to established salary limits and calculation methods.

Faculty members with academic year appointments may perform research, teaching and service work during the summer months. Summer work is considered an additional appointment and requires a letter of offer outlining expectations, dates of work, and compensation. Total university salary during summer months may not exceed 1/9th of the academic year salary per summer month but may be lower per school/college/library compensation plan. Administrative stipends and awards are not included as

salary for the purposes of calculating the 1/9th limit on summer university salary. However, administrative stipends paid in the summer will be included in the calculation to determine the remaining amount of summer pay that can be earned (e.g., 1/9th or total of 3/9ths depending on source of pay). One exception to the annual summer appointment process includes 9-month faculty who also receive 12-month research grants. These faculty typically receive approval at the beginning of the academic or calendar year and therefore do not need to go through the summer compensation approval process.

1. Summer Teaching

Each school/college may establish summer teaching expectations and compensation levels. Academic year faculty have no guarantee of summer teaching assignments unless specified in their academic appointment letter of offer. Summer teaching is considered a separate appointment which requires an annual summer letter of offer and established salary.

2. Summer Research Grants

- a. School/College summer grant programs. Schools/Colleges/Library may establish summer grant programs including how faculty are selected and compensated. Such programs must be submitted for approval to the provost as outlined in Section I above.
- b. Externally sponsored grants and contracts. Faculty on 9-month appointments that receive external funding for summer research projects may receive up to 1/9 of their academic year salary per summer month according to sponsor guidelines and Federal policies. Summer compensation must be for effort in the summer months only and not for effort during the academic year. Such payments from grants or contracts require pre-approval from Human Resources for calculation of summer salary per applicable federal policies and from the University of Colorado Denver Sponsored Programs Accounting to determine if the cost is

allowable per sponsor policies.

M. Payment Process

Pre-Approved additional pay requires documentation as outlined within this policy. The appropriate form must be completed (Denver Campus Faculty
Additional Pay Pre- Approval Form) including type and dates of work performed, reason for additional pay, and evidence of prior approval.

Typically, additional pay is processed with the monthly pay cycle following the completion of the work. Payment must be requested shortly after the work is completed, and in no case should payment be requested or received before or substantially after the work is completed.

N. Additional Pay from Sources Not Administered by the University: The 1/6th Rule

Faculty members may receive compensation during the academic year from entities not associated with the university under the provisions of relevant Regents, system or campus policies, if applicable and 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 are required under such rules to submit an annual declaration of such activities. Faculty members must comply with APS 5012, Conflicts of Interest and Commitment in Research and Teaching, APS 1044, Faculty Consulting and External Professional Activities and other applicable policies such as those governing technology transfer when performing work outside the university.

O. Definitions

Merit Considerations. Merit is determined by peer review and is based on a systematic comparative evaluation of each individual faculty member's performance in teaching, research/creative work/scholarship, leadership and service, and, where relevant, clinical activity.

Market Considerations. Market refers to salary comparisons within the

discipline among universities (with whom we compete to hire faculty) and may also, in some cases, refer to salary pressures/influences from non-academic markets. Salary compression may also be considered within "market considerations."

Equity Considerations. The university is committed to annual reviews of salary data to identify and quash any emerging patterns of inequitable salaries.

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

Notes

1. History:

- 2002: Initial Policy Adopted and Effective
- July 1, 2006: Revised
- July 1, 2006: Supercedes Campus Administrative Policy Statement Faculty Compensation – Downtown Campus (January 1, 2018, July 1, 2006)
- May 1, 2018: Corrected to 1) update hyperlinks; 2) remove outdated policy references and revise policy using current approved numbering format; and 3) to incorporate additional remuneration language in section F.
- July 25, 2018: Amended to clarify existing University faculty salary grievance policy July 12, 2019: Minor administrative cleanup
- July 1, 2020: Administrative changes to align with updated BOR

- Article/Policy 5.
- September 11, 2025: Revision for clarification of appeals and compensation.

2. Cross References/Appendix:

- Board of Regents Article 11: Compensation & Benefits
 - Part B: Insurance, Benefits, & Leave, Section 11.B.1
- Board of Regents Policy 6: University & Classified Staff
 - Section 6.A: Delegations of Authority
- Board of Regents <u>Academic Policy Statement (APS) 1044: Faculty</u>
 <u>Consulting and External Professional Activities</u>
- Board of Regents <u>Academic Policy Statement (APS) 5012: Conflicts of Interest and Commitment in Teaching and Research</u>
- CU Denver Policy 1013: Administrator's Salary on Return to the Faculty
- CU Denver <u>Policy 1007D: Compensation Principles for Promotion &</u> Tenure
- CU Denver Policy 1012: Differentiated Annual Workloads
- CU Denver <u>Policy 6001: Procedures for Evaluation Conflicts of Interest</u>
 & Commitment
- CU Denver Form: Faculty Additional Pay Pre- approval Form
- CU System Financial Procedural Statement: Recognition & Training

3. Responsible Office(s):

• Office for Faculty Affairs