



## Faculty Special Compensation Policy FAQ

### Are Lecturers/Non-Tenure Track faculty included in the policy?

Yes. The policy applies to all full-time faculty. Deans, at the end of each academic year, must report to the Provost on all Special Compensation awards made across the fiscal year (June 1 – May 31).

### Are administrative supplements paid during the summer to 9-month faculty included in the policy?

No, these payments are not considered special compensation under the policy.

### Is summer research support from extramural or internal funding paid to 9-month faculty included in the policy?

No, these payments are not considered special compensation under the policy.

### Are summer teaching and intersession teaching payments paid to 9-month faculty included in the policy? No, these payments are not considered special compensation under the policy.

### When does the policy go into effect?

The policy became effective January 1, 2022 and was revised April 2024. The revised policy is effective June 1<sup>st</sup> 2024.

### Is the threshold for exceptions 33% or 1/3<sup>rd</sup> of base salary?

We will allow for the policy to be interpreted as 33.33%. Please note that the Office of Financial Planning & Analysis (FP&A) requires all activity pay over 25% to have documentation within each School/College's approved Box Folder as discussed with their respective Senior Business Officer (SBO).

### When do I need to include an exception request?

The matrix below indicates when special compensation exception requests are required, and where approval/reporting authority sits. For cases that require the Provost's approval the request must be submitted using the [Special Compensation Request form](#).

#### Approval Matrix Guide:

TRACK	Rank	Percent of Base salary					
		≤ 25	>25% - <33%	33% - <50%	50% - <75%	≥75%	
REGULAR	Assistant Professor	Chair	Dean	Dean	Dean	Provost with BoT notification	
	Associate Professor	Chair	Dean	Dean	Dean	Provost with BoT notification	
	Professor	Chair	Dean	Dean	Provost	Provost with BoT notification	
EDUCATOR	Assistant Professor	Chair	Dean	Dean	Dean	Provost with BoT notification	
	Associate Professor	Chair	Dean	Dean	Dean	Provost with BoT notification	
	Professor	Chair	Dean	Dean	Dean	Provost with BoT notification	
RESEARCH	Assistant Professor	Chair	Dean	Dean	Dean	Provost with BoT notification	
	Associate Professor	Chair	Dean	Dean	Dean	Provost with BoT notification	
	Professor	Chair	Dean	Dean	Dean	Provost with BoT notification	
LIBRARIAN	Assistant Professor	Chair	Dean	Dean	Dean	Provost with BoT notification	
	Associate Professor	Chair	Dean	Dean	Dean	Provost with BoT notification	
	Professor	Chair	Dean	Dean	Dean	Provost with BoT notification	
ASSOCIATED	All	Chair	Dean	Dean	Dean	Dean	
DEPT.CHAIR	All	Dean	Dean	Provost	Provost	Provost with BoT notification	
ASSOC./VICE DEAN	All	Provost	Provost	Provost	Provost	Provost with BoT notification	



**Where do I send an exception request?**

Please send completed exception request forms to [financialplanning@miami.edu](mailto:financialplanning@miami.edu) for final review by FP&A and the Provost.

**How do I know if a teaching overload for a faculty outside my unit will bring them over 33% of their base salary?**

You must contact the SBO of the faculty member's primary unit.

**What is the maximum payment allowed for a course overload?**

\$9,000 per credit taught, not to exceed \$27,000 per course.

**Can one exemption form be used to obtain approval for multiple supplements that bring faculty over 33% of their base salary?**

Yes.

**Is centrally funded (e.g., from the Academy) special compensation included in this policy?**

Yes, but the exception will be obtained by FP&A for this sub-group.