



## Faculty Special Compensation Policy FAQ

Last updated: October 15, 2024

### 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				≥75%
		≤ 25	>25% - <33%	33% - <50%	50% - <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*

\* BoT notification to the Board of Trustees Talent and Compensation Committee.



**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.