



Faculty Special Compensation Policy

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Purpose

The University of Miami Board of Trustees, through its Audit and Compliance Committee in 2022, mandated a review of faculty non-base pay compensation arrangements (“special compensation”) that increase a faculty member’s overall compensation. This review had to include a determination of the types of special compensation that exist, eligibility for special compensation, and how amounts are computed. The review was to conclude with guidance for the granting of faculty special compensation arrangements and a process by which these arrangements are reviewed and approved. The aim of this policy is to provide the administration with oversight; create, to the extent possible, consistency across schools and departments; and to ensure equal access to “special compensation” for Coral Gables and Rosenstiel School of Marine, Atmospheric, and Earth Science faculty.

Definitions

Base Salary – does not include summer compensation received by nine-month faculty (this entails teaching, research compensation from the institution and/or intramural and/or extramural research funding/grants); or Intersession teaching, unless intersession teaching is part of the faculty member’s annual teaching responsibility.

Base Salary 9-Month Faculty - Base salary for 9-month faculty is the salary paid to 9-month faculty (regardless of the number of salary payments) for services rendered or effort between August 15th – May 15th every academic year. Base salary does not include benefits, administrative supplements, overloads, bonuses, or other additional compensation.

Base Salary 12-Month Faculty - Base salary for 12-month faculty is the salary paid to 12-month faculty for services rendered or effort from June 1st – May 31st each academic year. Base salary does not include benefits, administrative supplements, overloads, bonuses, or other additional compensation.

Annual Teaching Responsibility – Teaching assignment (courses, laboratories, studios, lectures, etc.) that a faculty member is assigned for an academic or fiscal year under the terms of their appointment. The annual teaching responsibility may vary at the discretion of the Dean and/or department Chair.



Teaching Overloads – Special supplemental compensation often for teaching over and above annual teaching responsibility.

Administrative Supplements – Special compensation that is a provisional amount of pay for an administrative role such as a Chair, Associate Chair, Assistant Dean, Associate Dean, Vice Dean, or Program Director/Coordinators. Additionally, administrative supplements shall include supplemental pay provided to faculty who perform various administrative functions, including but not limited to supervision of special programs, study abroad, and student clubs and organizations.

Summer Pay - Faculty holding 9-month appointments may receive compensation for effort (e.g., teaching) expended during the university's summer term as defined in the academic calendar published by the University Registrar.

Semester – One of the two principal academic terms in an academic year where courses for academic credit are offered.

Summer – One of the three Summer Sessions during the months of May, June, July, and August where courses for academic credit are offered.

Intersession – The special short-term sessions typically offered in January, during Spring Break, and/or in May/June, or that are not part of regularly-scheduled courses during a Semester or Summer Session.

Sabbatical – Sabbatical leaves may be granted to eligible faculty for one semester at full salary, or for one academic year or two consecutive semesters at two-thirds salary. (A one-year period of leave must be in the same pattern as that of previous employment; that is, nine-month or twelve-month.) Other potential time arrangements for Sabbatical leaves may be granted when established through a School's bylaws and approved by the Executive Vice President and Provost. For the terms governing sabbatical leaves, refer to section C16 of the *Faculty Manual*.

Policy

Eligibility for Special Compensation of any type

Full-time Faculty are eligible for special compensation arrangements following appropriate approvals. Eligible faculty whose sabbatical has been approved are not eligible for special compensation for teaching for the duration of their sabbatical leave. Exemptions, in unusual circumstances, may be made by a Dean after receiving approval from the Provost.

Approval and Board of Trustees Notification for Special Compensation

- Special compensation for all full-time non-tenure track faculty requires approval by the Dean.
- Special compensation for REGULAR faculty at the rank of ASSISTANT or ASSOCIATE PROFESSOR requires approval by the Dean.
- For REGULAR faculty at the rank of PROFESSOR special compensation below 50% of base salary requires approval by the Dean, while special compensation \geq 50% of base salary requires approval



of the Provost.

- Special compensation $\geq 75\%$ of base salary for ALL UNIVERSITY faculty requires approval by the Provost with notification of the Board of Trustees' Talent and Compensation Committee.
- In the case of DEPARTMENT CHAIRS, special compensation above $\geq 33\%$ of base salary requires approval by the Provost; notification of the Board of Trustees' Talent and Compensation Committee is required for special compensation $\geq 75\%$ of base salary.
- In the case of ASSOCIATE/VICE DEANS, all special compensation requests require approval by the Provost; notification of the Board of Trustees' Talent and Compensation Committee is required for special compensation $\geq 75\%$ of base salary.
- At the end of each academic year, each Dean must report to the Provost on all Special Compensation awards made across that fiscal year (June 1 – May 31).

Approval Matrix Guide:

TRACK	Rank	Percent of Base salary				
		≤ 25	$>25\% - <33\%$	$33\% - <50\%$	$50\% - <75\%$	$\geq 75\%$
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

Equity of Special Compensation for Teaching in Excess of Annual Teaching Responsibility

Special compensation arrangements for teaching in excess of annual teaching responsibilities shall be offered and open to all Full-time Faculty who have the expertise to teach such courses. To ensure that early-career faculty seeking tenure have time to devote to scholarly activities other than teaching, it is advisable that tenure-track faculty not assume additional teaching responsibilities during their probationary period. The distribution of special compensation for reaching across a department and/or school will be part of the review by the Executive Vice President for Academic Affairs and Provost. However, in comparing the compensation across schools, discipline-specific compensation characteristics will be taken into consideration.

Timing of special compensation payment for Teaching in Excess of Annual Teaching Responsibility

Special compensation for a Full-time Faculty member teaching in excess of their annual teaching responsibility must be determined by each Dean for the entire academic year for budgeting purposes. Faculty will receive payment for their additional teaching at the time at which they deliver such services. However, if a faculty member is paid for an overload during the fall/spring term and subsequently has an assigned spring/fall term course(s) cancelled, they must teach an additional class in the subsequent summer/fall/spring terms OR pay back to the University the amount of money received for the additional class in the prior semester.



Administrative Stipends/Reduced Teaching and Course Overloads

It is generally understood that Full-time Faculty who receive reduced teaching loads for research and/or administrative duties do not teach overloads. Although occasionally their technical expertise may be necessary to teach an additional course, Deans will be expected to provide a rationale for and obtain approval for the faculty member's involvement in such teaching and include this in the report to the Vice President for Academic Affairs and Provost.

Computation of Special Compensation for Teaching in Excess of Annual Teaching Responsibility

It is up to the Dean of a school or college to decide the amount of special compensation either as a percentage of base salary, not to exceed 1/9th of base for a three-credit course up to a cap of \$250,000 base salary, or as a flat rate. The range of special compensation may differ depending on discipline and faculty rank, typically from a floor base of \$3,500 per course taught to an upper ceiling of \$9,000 per credit taught, not to exceed \$27,000 per course.

Special Circumstances

Any exceptions to the requirements of this policy are limited to unexpected or special circumstances that arise in a school or college and require the approval of the Executive Vice President for Academic Affairs and Provost. A request for an exception must be provided by the Dean of a school or college in writing to the Vice Provost for Faculty Affairs and the Executive Vice President for Academic Affairs and Provost.

This policy will be reviewed by the Executive Vice President for Academic Affairs and Provost in consultation with the Deans and the Faculty Senate Chair every five years after implementation. Policy initiated in January of 2022. First reviewed and revised in Spring of 2024.