

MEMORANDUM

DATE: April 10, 2014

TO: College Deans

FROM: John Frederick
Provost and Vice President for Academic Affairs



SUBJECT: Revision of HOP 4.07 and Faculty Compensation Guidelines

A comprehensive review of the supplemental pay policy found in the *UTSA Handbook of Operating Procedures* (HOP), Chapter 4.07, will take place over the next year. This policy covers supplemental payments for UTSA faculty and staff as well as individuals who are not employees of UTSA. To update and clarify this policy as it relates to UTSA faculty, a task force will be assembled this Spring and charged with developing policy to address faculty related supplemental pay.

In the interim, this memo serves to authorize a modification to our current compensation practices regarding extended education. In the past I asked that faculty be compensated through means other than additional pay during the nine-month contract period, including substitutes such as travel funds, summer salary, research assistant support, etc. Effective immediately, I am now authorizing faculty to receive additional compensation for extended education as follows (see HOP 4.07, Section III. A. 7. for additional details):

- Full-time faculty or staff at the rank of instructor or above on 12-month appointments may receive additional compensation for correspondence course and/or extension center teaching but may not receive additional compensation for summer school teaching.
- Full-time faculty on nine-month appointments may receive additional compensation for correspondence course and/or extension center teaching during the nine-month period and also may be paid for summer school teaching.

In accordance with current policy (HOP 4.07), faculty must receive prior authorization from their department chairs and deans to participate in this type of activity. This authorization process cannot be considered complete until a *Request for Salary Supplementation* form (<http://utsa.edu/hr/docs/COMP-SalarySupRequest.pdf>) has received all required signature approvals. Finally, the college dean shall set appropriate limits on the extent of additional duties that may be assumed by a given faculty member remunerated by stipends.

If you have any questions or concerns please feel free to contact me.

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cc: Jude Valdez, Vice President for Community Services