

4.16 Extra Income Compensation

It is a policy of the university that the individual faculty and staff member owes ~~their~~his or her first allegiance to duties at the university. ~~Their~~His/her first responsibility is to discharge these duties satisfactorily. If ~~they have~~he/she has the time, energy, ability, and inclination to perform additional work for compensation from outside sources, the university does not discourage this unless the outside work interferes with the effectiveness of the staff member in carrying out assignments at the university.

It is the responsibility of those in charge of divisions, offices, or departments to judge whether or not in any given case such outside work is interfering with the effectiveness of those faculty and staff members under their direct supervision. If an administrator believes outside work does interfere, ~~they~~he/she should discuss the matter with the faculty or staff member in question; if a satisfactory disposition of the matter cannot be obtained thereby, the problem should be called to the attention of the appropriate administrative superior.

As a general rule, the university will not pay over 100% of the budgeted salary over a full-time faculty member for ON-CAMPUS professional services during the contract period. Honoraria for lectures or guest activities at workshops or institutes are justifiable exceptions to the general rule. In some instances, approval may be granted for additional compensation for services performed on campus in conjunction with some project of a research or instructional nature when the work is obviously performed in addition to those duties for which salary is received. Such exceptions are difficult to judge, and therefore must be approved by the department head, dean of the college in which the work is to be done, and the academic vice-president.

When an outside agency supports a project on the campus involving "released time" of a faculty member, it is expected that compensation for such time will be paid to the university including appropriate overhead costs. For example, if a faculty member is devoting 25% of ~~their~~his/her time on the project, the funding agency would reimburse the university for that amount. In some instances, the university may agree to match in some proportion the contribution of an outside agency. When these involve salary funds, ordinarily the faculty member will still receive no more than 100% compensation.

The university encourages faculty members to seek outside support for their research and creative activities, especially those related to the specialization of the faculty member.

The university has a liberal and flexible policy concerning outside consultation. In accordance with the basic missions of the university for instruction, research, and service, consultation work is encouraged, especially in the area of the faculty member's professional specialization, and involving the sharing of ~~their~~his/her professional knowledge and skills with the community beyond the campus. Compensation for such consulting work is a matter of agreement between the individual faculty member and the off-campus party, but the time involved ought not interfere with the normal discharge of full-time university duties. ~~In general, consulting work ought not exceed the equivalent of one day per week while the faculty member is on full-time duty at the university.~~ If difficulty is encountered in distinguishing

between services rendered on behalf of the university and for private consultation, the individual faculty member should consult his/her department head. The university does not require formal approval for outside consultation or other off-campus professional activities as long as they do not interfere with his/her duties as a full-time faculty member as judged by their/his/her colleagues, department head, academic dean, and vice-president and provost. The university does, however, require disclosure of some related activities -- see UNI [Policy 9.03 Conflicts of Interest and Commitment](#).

Faculty Senate

Administrative Council