

Extra Compensation

Statement: The University encourages appropriate and properly sanctioned faculty creative and professional activity that may result in extra faculty compensation. Such activities include but are not necessarily limited to, teaching, research, professional consulting, invention, technical or professional innovation, and clinical practice.

Because of differences in traditions, opportunities, methods, resources, and/or client populations among different discipline groups, which may require flexibility and/or variation in policies and/or procedures from one part of the campus to another, college/school deans are encouraged and expected to be flexible and creative in the utilization of available techniques, mechanisms, and incentives to encourage, monitor, and evaluate such faculty activities. College/school deans and the appropriate executive vice president or their designee should institute policies and monitoring mechanisms to define, preserve, and ensure the commitment of faculty to the traditional basic workload of teaching, research, and service. A normal faculty workload for each discipline must be established to permit deans and department chairs/directors to determine which activities should be considered overload for payment of extra compensation.

Colleges/Schools may use any of the following four mechanisms for extra compensation.

1. Traditional overload payment from university-administered accounts currently used for credit and noncredit instruction. Such payment could be made under the existing standard faculty appointments if such payment is specifically permitted by university policies and regulations.
2. Overload payment from grant or contract funds administered through the Old Dominion University Research Foundation provided 12 load hours per semester are assigned and the following conditions have been met:
 - Purchased Release Time options have been utilized to the maximum extent permitted by the grant or contract.
 - The semester workload of faculty requesting overload payment includes a minimum of three load hours for a lecture course unless 100% of the faculty's time is purchased.
 - The semester workload of faculty requesting overload payment includes no more than three load hours of contributed grant or contract time, if required, and does not include unfunded research time as part of the assigned semester workload.
 - The assigned semester workload of faculty requesting overload payment recognizes only administrative release time for serving as department chair/director, graduate program director, center or institute director, appointments related to clinical patient care, clinical administrative roles, CDA, UPD, and other appointments that are approved as part of the base allocation or workload.
 - The request for overload payment is submitted prior to the start of the semester in which the payment is scheduled to be made.

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Addressed concerns about which administrative roles can enable a grant funded overload. Added several changes by Shannon Robinson.

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- The compensation is specifically permitted by the terms of the grant or contract and complies with federal regulations and sponsor guidelines. The following definitions and limits apply:

A. Overload (Institutional Definition): Overload compensation from awards is not allowable. Faculty effort on sponsored projects should be supported through release time (salary charged to the award as part of the Institutional Base Salary (IBS), with institutional duties adjusted accordingly). This is not considered a separate payment or secondary employment through the Research Foundation.

B. Extra Service (Federal Regulatory Definition):

- Under 2 CFR 200.430(h)(3), "extra service pay" is a limited federal exception that is distinct from institutional overload. Additional compensation from a federal award may be allowable only in unusual cases where:
 - The work is across departmental lines or involves a separate/remote operation, and
 - The work is in addition to the faculty member's regular departmental load, and
 - The compensation is explicitly included in the sponsor-approved budget at the time of proposal or otherwise approved in writing by the sponsor.
- Extra service assignments are expected to be rare and infrequent, and must be fully justified, documented, and approved in advance by the University, the Research Foundation, and the sponsor.
- Note: Federal regulations treat intra-university consulting as part of a faculty member's institutional responsibilities and included in their IBS. Therefore, it is generally not eligible for extra pay except under the limited circumstances above.

C. Institutional Limit: During the academic year, faculty may not receive more than 20% of their 9-month Institutional Base Salary (IBS) in additional compensation from grants or contracts (treated as extra service under federal regulations, though sometimes referred to institutionally as "overload"), unless specifically authorized by ODU Academic Affairs and the Research Foundation Executive Director.

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3. A flexible employment contract, with specific provisions governing compensation for specific activity that is beyond basic contractual workload; and

4. Creation of special-purpose enterprises under the umbrella of a university-affiliated foundation, for the conduct of appropriately designed and approved activities.

The total amount of extra compensation earned by an individual faculty member on a specific project or in total over the period of a year should not be limited arbitrarily by university policy. Limits on the amount of such earnings, whether on a specific project or in total, should be based on the quantity and quality of services provided, the importance and value of the services to the university's mission and objectives, and the amount of additional institutional revenues generated by the faculty activity. Should any individual(s) engage in such activities to the extent that their basic faculty workload responsibilities are being neglected or not performed in a satisfactory manner, the department chair/director and/or dean should take appropriate corrective action, including placing reasonable limits on the extent of future involvement in such extra compensation activities.

The principal responsibility for the development and administration of such endeavors is at the college level, with appropriate reporting to and oversight by the appropriate executive vice president. No

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overload payments from university or research foundation accounts shall be paid to faculty without the approval of the appropriate executive vice president or their designee.

-Approved by the president
December 1, 1988
Revised May 14, 2001
Revised May 26, 2011
Reviewed; No Changes Proposed April 20, 2022

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¹ Subject to Office of Management and Budget (OMB) Circular A-21 on "Principles for Determining Costs Applicable to Grants, Contracts, and Other Agreements with Educational Institutions" (as revised on 05/10/2004)

Page 202: [1] Commented [A4R2]

Author

This section (2) is related only to grant or contract funds through ODURF. The release referenced here would be captured by one of the other sections.

Page 202: [2] Commented [A6R2]

Author

I checked with ODURF to see if there is a reason for limiting to these two admin roles. It turns out that it is limited to assigned roles that are included as part of the base workload. Sentence has been modified.