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[Home](#) > Supplemental Work for the University

Policy Contents

- [Policy](#)
- [Revision History*](#)

Policy Information

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Policy Number:

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Responsible Unit:

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Policy

Compensation in addition to the amount specified in the Notice of Appointment or Personnel Action/Notice of Reappointment is permitted only as follows.

A. Personnel on Academic Appointments

1. Supplemental compensation may be received for special administrative assignments by the President.
2. Subject to the policies of the sponsor and approval by the department head and dean, supplemental compensation from grant or contract funds may be received for services rendered.
3. Subject to approval by the department head and dean, supplemental compensation may also be received for the following activities:
 - a. Instructional and other activities performed during the summer;
 - b. Instruction in credit-bearing courses offered off-campus through the Extended University; and
 - c. Instruction in noncredit conferences, institutes, and short courses.
4. Unless otherwise approved by the President, supplemental compensation received during any single fiscal year, from all sources, may not exceed one-third ($\frac{1}{3}$) of the academic year salary.

B. Faculty Members and Professional Staff on Fiscal-Year Appointments

1. Subject to approval by the department head and dean, supplemental compensation may be received for the following activities:
 - a. Instruction in credit-bearing courses offered off-campus through the Extended University; and
 - b. Instruction in noncredit conferences, institutes, and short courses.
2. Unless otherwise approved by the President, supplemental compensation received from all sources during any fiscal year may not exceed one-twelfth ($\frac{1}{12}$) of the fiscal-year salary.

C. Administrative Personnel on Fiscal-Year Appointments

1. Administrative personnel on fiscal-year appointments shall not receive supplemental compensation in any amount from the University without the prior approval of the President.

D. General

Other than as specified above, there is no automatic provision for release time or supplemental compensation for work on University-generated contracts or projects that lie outside of an employee's contractual duties and responsibilities. In certain circumstances, supplemental consulting or service activities within the University may sufficiently enhance a person's regular teaching, research, or service responsibilities, in a manner considered beneficial to the institution, so as to justify the use of time and facilities otherwise committed to the University. Approval by the appropriate department head, dean, or director must be obtained for each activity, and a record should be kept of time and resources used for the activity.

With one exception, supplemental compensation for work on sponsored projects during a period of appointment is not permitted for full-time personnel. On occasion, grant funds may provide a consulting fee to an employee not listed as investigator on the grant in return for special professional services or advice. Such payment requires the prior approval of the employee's department head and dean.

Part or all of the salary of an individual on an academic or fiscal appointment who is assigned to a sponsored project can be taken from a contract or grant. General operating (state) funds released by such adjustments are usually retained within the department.

Revision History*

Updates July 14, 2015.

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<http://tobaccofree.arizona.edu/employmenthuman-resources/supplemental-work-university>

Links

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