

Application for Additional Compensation/ Overload Guidelines for Department Chairs and their Faculty January 2025

NOTE: *The Faculty Handbook* Section 9.3 provides detailed information about the institution's policy on Additional Compensation/ Overload. We have highlighted some guidelines below:

The Faculty Member's Responsibilities:

1. Faculty members with 9-month academic year appointments (See the Handbook Section 9.3.3 for information about 12-month employees) may earn up to 33.3% of the academic-year base salary as additional compensation paid through August 23, 20XX (current year) to August 22, 20XX (following year) for undertaking additional activities (that include, but are not necessarily limited to) teaching, research, professional consulting, invention and entrepreneurship, technical or professional innovation, and clinical practice. Any income above the 33.3% of the faculty member's salary will require an application for exemption to earn additional compensation/overload. The faculty member requesting the exemption is responsible for knowing and complying with the limitations and conditions** imposed by their individual circumstances and for informing the chair of all UMBC funded activities.
***limitations and conditions such as those contained in sponsored research agreements, USM or UMBC policies, federal and/or state law, or terms contained in appointment letters or agreements with individual faculty members. NOTE: federal sponsors do not permit additional compensation. In this case the faculty member's grants administrator must contact the UMBC Office of Sponsored Programs (OSP) – (contact: Taylor Shortt)*
2. Faculty members should contact their department payroll preparer for up-to-date information about their salary and any additional earnings.
3. Immediately upon notification of the success of a grant submission the faculty member should contact their UMBC grants administrator (within [CARAT](#)) to determine if they, the faculty member, will need to apply for an exemption to earn additional compensation/overload. NOTE: Overload payments are never allowed where federal funds are involved without specific sponsor approval. In addition, overload compensation is not approved and provided just because an employee receives a sponsored award.
4. Any faculty member desiring an exemption to exceed the additional compensation limit, must apply in writing. (SEE LETTER TEMPLATES at the end of this pdf)

The Application Letter:

1. The application letter from the faculty member to the department chair must identify all sources of university income from August 23, 20XX (current year) to August 22, 20XX (following year)
2. The letter must specify:
 - a. the expected amount of overload compensation and the time-period during which the compensation will be paid.
 - b. percent of effort for the overload
 - c. why the additional work must be undertaken.
 - d. that the additional work, associated with the additional compensation, will not hinder the faculty member's ability to undertake all current workload assignments and professional commitments, including the traditional basics of teaching, research, and service.
3. The letter must certify that the additional work and the associated compensation will not violate conflict of interest/commitment laws nor any regulations or terms imposed by that faculty member's grant or contract sponsors.

The Application Routing Process & Deadlines:

1. The application must be routed through, and contain the written concurrence of, the department chair and the appropriate Dean.
2. The application must be submitted to the department chair no later than 20 working days in advance of entering into the arrangement by which the additional compensation is to be paid.
3. If the department chair recommends approval of the application, the chair will forward the application together with the chair's comments to the respective dean within 7 working days of receipt of the complete application.
4. Only the provost has the authority to approve a faculty member's application to earn additional compensation.

Questions: contact: Associate Dean for Research CAHSS

9.3 UMBC POLICY ON ADDITIONAL COMPENSATION ([Scroll down for Overload compensation](#))

(Approved by the Faculty Senate February 13, 2001; amended August 4, 2005; amended by the Provost, January 9, 2006. Implementation of [Board of Regents Policies and Procedures II-1.22](#) on Faculty Appointment Letters or Contracts, approved by the Board of Regents, July 7, 2000. Section headings and paragraph style adapted to the format of this *Handbook*.)

9.3.1 Purpose

Pursuant to the USM Policy concerning academic appointments, this UMBC policy is adopted to provide terms under which additional, overload compensation from UMBC may be earned by full-time faculty members.

9.3.2 Introduction

The USM policy permits each institution to specify whether a faculty member is appointed for an academic year or a fiscal year and to specify the beginning and end dates of the appointment. Each institution must also develop a policy on “summer compensation” for full-time faculty on academic year appointments.

As used in the USM Policy, the term “summer compensation” means activities engaged in by individual faculty members outside of the normal academic year and for which the faculty members received compensation paid through UMBC. By long established practice and/or policy, this summer compensation or “additional compensation” as used in this policy, was limited to 26.3% of the academic year salary. Under the flexibility afforded by the USM policy and in recognition of standard practices by other research universities nationwide, faculty members who opt to convert to a nine month academic year appointment, may now earn 33.3 % of their academic year salary as additional compensation.

By its adoption of this policy, UMBC seeks to encourage appropriate and properly sanctioned additional activities by the faculty that may result in extra compensation earned through UMBC. Such appropriate activities include, but are not necessarily limited to, teaching, research, professional consulting, invention and entrepreneurship, technical or professional innovation, and clinical practice. In recognition of the fact that these activities may not be limited to summer months, this policy addresses the concept of additional compensation in total, not merely compensation earned during the summer. Concurrently, we must observe current policies and monitoring mechanisms to preserve and ensure a balance within the professional commitments of the faculty, including the traditional basics of teaching, research, and service.

9.3.3 Limits on Additional Compensation

The following limits on additional compensation are consistent with the nature of faculty members’ responsibilities and the distribution of those responsibilities over the academic year and the summer months:

1. Faculty members with 10-month academic year appointments may earn up to 20% of their academic-year base salary as additional compensation.
2. Faculty members with 9.5-month academic-year appointments may earn up to 26.3% of the academic-year base salary as additional compensation.
3. Faculty members with 9-month academic year appointments may earn up to 33.3% of the academic-year base salary as additional compensation.
4. Faculty members with significant administrative responsibilities (e.g., department chairs, program directors), who receive an administrative supplement to their academic-year base salary and who have a 12-month fiscal-year appointment, may receive additional compensation up to 33.3% of their academic-year base salary.
5. Faculty administrators with fiscal-year appointments (e.g., Vice Provosts, Associate Vice Provosts, Associate Deans, Assistant Deans) and faculty members with Sponsored Research Appointments (33.3% salary supplementation) are not eligible for additional compensation.

9.3.4 Overload Compensation

Additional professional activities can be beneficial for both the individual and the university, but such activities must be balanced against existing commitments, workload expectations, and policies governing conflicts of interest and/or commitment, if applicable. The guidelines set forth below shall be used for determining when a faculty member may receive additional compensation over the normal limits specified in Section 3. The factors shown below are to be considered all together and *in light of the specific circumstances of each case*, with no single factor determining the outcome. The factors are as follows:

1. Workload expectations are being met and past expectations have been met
2. Prior or current teaching workload reductions
3. The nature of the activity for which the exemption is requested
4. Consistency with the mission and strategic objectives of the university
5. The suitability and unique qualifications of the faculty member to perform the activity

The final decision to grant the exemption shall be made in the sole discretion of the Provost based upon the merits of the application, the guidelines, recommendations by the chair and dean, and such other facts and circumstances as the Provost deems appropriate to each individual application.

The faculty member requesting the exemption is responsible for knowing and complying with the limitations and conditions imposed by their individual circumstances and for informing the chair of all UMBC funded activities. *It is also expected that if the originating source of funding is internal to UMBC, then the internal funding source shall inform the department chair of the offer of funding made to the department faculty member.*

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Any faculty member desiring an exemption to exceed the additional compensation limit, must apply in writing. **At a minimum, the application must identify all sources of university income, specify all current**

workload assignments and commitments, and address in detail the factors set forth above in Section 4. The application must also contain the faculty member's certification that the additional work and the associated compensation will not violate conflict of interest/commitment laws nor any regulations or terms imposed by that faculty member's grant or contract sponsors.

The application for an exemption must be routed through, and contain the written concurrence of, the department chair and the appropriate Dean. The written recommendations by the chair and dean must be based upon their respective consideration of the circumstances of the individual case and the guidelines contained in Section 4. If approved by the Dean, the Dean will forward the application to the Office of the Provost.

Each application must be submitted to the department chair no later than 20 working days in advance of entering into the arrangement by which the additional compensation is to be paid. If the department chair recommends approval of the application, the chair will forward the application together with the chair's comments to the respective dean within 7 working days of receipt of the complete application. If the dean recommends approval, the dean will forward the application together with the dean's comments, to the Provost within 7 working days of receipt of the complete application from the chair. The Provost will notify the applicant of the status of the application within 5 working days of receipt of the application from the dean.

9.3.6 Limitations on Availability

Availability of additional compensation shall also be subject to prohibitions, limitations and or restrictions contained in sponsored research agreements, USM or UMBC policies, federal and/or state law, or terms contained in appointment letters or agreements with individual faculty members.

OVERLOAD TEMPLATE: FACULTY MEMBER’S LETTER TO CHAIR (ON DEPT. LETTER HEAD)

Date: _____

To: _____, Chair, Department of _____

From: _____, (Faculty Member Name and Title)

Re: Request for Overload Compensation for _____, for AY 20XX - 20XX

Paragraph 1- This memo is to request overload compensation in the amount of \$_____ during the time period August 23, 20XX (enter current year) to August 22, 20XX (enter following year) in order to _____.

Paragraph 2 - Short explanation of the activities to be completed and how the activity meets the criteria of Faculty Handbook Section 9.3.4:

“Additional professional activities can be beneficial for both the individual and the university, but such activities must be balanced against existing commitments, workload expectations, and policies governing conflicts of interest and/or commitment, if applicable. The guidelines set forth below shall be used for determining when a faculty member may receive additional compensation over the normal limits specified in Section 3. The factors shown below are to be considered all together and in light of the specific circumstances of each case, with no single factor determining the outcome. The factors are as follows:

- a. Workload expectations are being met and past expectations have been met
- b. Prior or current teaching workload reductions
- c. The nature of the activity for which the exemption is requested
- d. Consistency with the mission and strategic objectives of the university
- e. The suitability and unique qualifications of the faculty member to perform the activity”

Paragraph 3: List all sources of extra compensation (above your UMBC salary) that you expect to earn with accompanying amounts – Include brief explanation of why this amount puts faculty into overload (FOR EXAMPLE: I am a 12-month lecturer and will be earning overload because of teaching Summer/Winter courses; I have an SRA earning the full 33.3% of my academic base salary; I receive funding accounting for 33.3% of 9 month salary and need to request overload compensation for additional earnings).

Paragraph 4 – Statement on conflict of interest/commitment, as per Faculty Handbook 9.3.5,

“Faculty member’s certification that the additional work and the associated compensation will not violate conflict of interest/commitment laws nor any regulations or terms imposed by that faculty member’s grant or contract sponsors.”

OVERLOAD TEMPLATE: CHAIR'S LETTER TO DEAN (ON DEPT. LETTER HEAD)

DATE

TO: Kimberly R. Moffitt, Dean, College of Arts, Humanities, and Social Sciences

FROM: XX, Chair, Department of XX

RE: Salary Overload Exemption Request for (Professor /Dr.) XX

(Professor /Dr XX, a XX Professor/ Lecturer in the Department of XX, has submitted a request for an exemption to the policy outlined in section 9.3.3 of the *UMBC Faculty Handbook*, which limits additional salary for full time faculty to 33.3% above their 9-month salary. S/He/They will exceed this limit because of his/her/their (DETAIL the activities) resulting in at least \$XXXX of overload pay, which exceeds 33.3% of his/her/their salary.

I am supporting this request because of XXX (FOR EXAMPLE: the continuing need for these courses to be taught – the service it provides to UMBC students and the income it brings to the X Department – as well as X's particular experience in teaching these courses.

(FOR LECTURERS) It is also the case that for X, the rule governing salary limitations for overload pay is unnecessarily burdensome. X's Lecturer position is devoted exclusively to teaching and administrative responsibilities, with no research obligations, and teaching in the Winter and Summer sessions does not interfere with his teaching or administrative obligations as Lecturer because the extra courses are not taught concurrently with those stipulated in his contract.

(FOR TT FACULTY) To the best of my knowledge, this overload compensation will not violate any conflict of interest or commitment laws, nor any regulations imposed by external sponsors of Dr/Professor XXX's research.

Please let me know if you need any further information about this.

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