

# TEMPLE UNIVERSITY

## POLICIES AND PROCEDURES MANUAL

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**Title:** Presidential Policy Implementing Temple University's Regulations on Extra Compensation  
**Policy Number:** 02.78.11  
**Effective Date:** July 1, 2002  
**Issuing Authority:** Office of the President

### **Scope of Policy**

This policy applies to all full-time members of the faculty.

### **Definitions**

*One Day Per Calendar Week.* The Policy on Extra Compensation provides that "such activities may not exceed an average of one day per calendar week during the contract period." One day per calendar week shall be defined as follows: (1) a calendar day on which activities for extra compensation occur, and such activities should therefore not occur, on average, on more than one calendar day in any calendar week over the course of the academic year or other contract period, or (2) a total of eight hours in any calendar week.

*Calendar Week.* A calendar week is defined as the seven-day week beginning on Sunday and concluding on the following Saturday.

*College.* Any school or college at Temple University created pursuant to University policy.

*Contract Period.* The *Faculty Handbook* provides that the academic year commences with Fall Registration and ends on the day of Commencement exercises. The fiscal year commences on July 1 and ends June 30. Where another University policy, such as a collective bargaining contract, establishes a different academic year, that policy shall define the contract period for purposes of this policy. The Policy on Extra Compensation applies during those respective periods for faculty members who hold academic year appointments or fiscal year appointments.

*Compensation.* Compensation includes any thing of value a faculty member receives for services he/she renders to any person, entity, or party. As a general rule, compensation is anything of value that is defined as earned income, whether taxable or pre-tax income, by the United States Internal Revenue Service. However, compensation does not include

reimbursement for actual expenses for travel for professional activities or professional service in the discipline(s) in which the faculty member holds faculty appointment.

*Faculty Member.* The Policy on Extra Compensation applies to full-time members of the faculty.

*The University's Best Interests.* In determining whether an activity undertaken by a faculty member for extra compensation is consistent with the University's best interests, the Dean or other decision maker has discretion to determine whether the activity is related to the professional expertise of the faculty member and the academic discipline in which he/she holds appointment.

*The Faculty Member's Capacity to Serve the University Effectively.* A faculty member has the normal responsibility of performing teaching, scholarship or creative work, and service, as defined by the University's policies on tenure and promotion for a person of his/her rank, on a full-time basis. Additional responsibilities for extra compensation should not be undertaken by a faculty member and should not be approved by the Dean or other decision maker if the faculty member is not fulfilling his/her normal responsibilities. Under these circumstances, additional responsibilities should be regarded as a diversion from the faculty member's normal University responsibilities.

## **Policy**

### I. Policy

The basic policy of Temple University on extra compensation is set forth in the *Faculty Handbook*, section VIII.C, which provides as follows:

During the period of their contracts, faculty members may carry additional responsibilities either internally or externally for extra compensation, provided that: (1) such activities may not exceed an average of one day per calendar week during the contract period, (2) do not interfere with their assigned University responsibilities, and (3) payment for the extra responsibilities is compatible with the policies of their college and University policy as stated elsewhere. In all cases, such activities are subject to the approval of the cognizant Dean.

Full-time faculty who intend to become engaged in an outside supported research project should clear their acceptance with their Dean and with the Provost.

The purpose of the above clearances is to determine whether the type and volume of work proposed is consistent with the University's best interests, whether it will interfere with the faculty member's capacity to serve the University effectively and whether there is a specific conflict of interest, or contract violation, between the proposed undertaking and his or her present program at the University,

including work for an outside agency or agencies which support the various parts of his or her time.

Faculty members who intend to undertake activities for outside compensation should also be aware of other University regulations and policies that may affect or limit such activities. These include, but are not limited to, *Faculty Handbook*, section VIII.D relating to internal compensation, section VIII.G. relating to overload duties, section IX.A relating to faculty conflict of interest, and section IX.C relating to misconduct in research and creative work. Further, faculty with federal grants or contracts or who are otherwise subject to federal regulations concerning additional employment or compensation should adhere to those regulations even if their activities for extra compensation conform to this or other University policies.

## II. Approval for Extra Compensation

As provided by the *Faculty Handbook*, all additional activities undertaken by a full-time faculty member for extra compensation are subject to the approval of the Dean. Approval should be obtained before beginning the additional responsibilities.

In addition, as provided by the *Faculty Handbook*, a faculty member who intends to become engaged in an outside supported research project should obtain the prior approval of the Dean and the Provost.

The Dean and, as necessary, the Provost will approve requests for extra compensation on a standard form provided by the University (see attachment) when they conclude that the request, pursuant to the *Faculty Handbook*, meets the following conditions:

1. The requested activities do not exceed an average of one day per calendar week during the contract period;
2. The requested activities do not interfere with the assigned University responsibilities of the faculty member;
3. The payment for the extra responsibilities is compatible with the policies of the college and with University policy as stated elsewhere;
4. The requested activities are consistent with the University's best interests;
5. The requested activities will not interfere with the faculty member's capacity to serve the University effectively;
6. The requested activities do not entail a specific conflict of interest, or contract violation, with the faculty member's program at the University;
7. The activities for external extra compensation by a faculty member and any internal extra compensation he/she is receiving, pursuant to the

*Faculty Handbook*, section VIII.D, will not, in combination, exceed an average of one day per calendar week, will not interfere with the faculty member's assigned University responsibilities, and will not be incompatible with college or University policies as stated elsewhere;

8. The requested additional responsibilities do not violate the University's policies on Overload (*Faculty Handbook*, section VIII.G), Faculty Conflict of Interest (*Faculty Handbook*, section IX.A), Misconduct in Research and Creative Work (*Faculty Handbook*, section IX.C) or other applicable University policies.

### III. Exceptions

1. This policy does not apply to members of the faculty engaged in professional activities as part of a University approved practice plan. Approval for work for extra compensation shall, in such cases, be deemed to have been authorized by the faculty member's letter of appointment or his/her specific assignment to undertake practice plan activities made by the Dean or other official responsible for the operation of the practice plan.
2. This policy is not intended to restrict or prohibit faculty professional service for which only nominal compensation is received. Faculty professional service is defined as service as a member of government review panels, or as a reviewer for books or journals, or as a referee in promotion and/or tenure cases at other institutions, or as a member of regional or professional accreditation teams, or as a program reviewer or site visitor for other nonprofit institutions, or as a speaker or panelist at conferences relating to the discipline(s) in which he/she holds faculty appointment. Nominal compensation is defined as compensation that does not exceed \$300 per day. Faculty members who wish to receive nominal compensation for professional service, as provided in this paragraph, shall obtain the prior approval of the Dean in the same manner as requests to work for extra compensation specified elsewhere in this policy. But the time devoted to such activities shall not be counted as part of the one calendar day per week that is allowed for employment for extra compensation.

### Notes

#### 1. **Dates of official enactment and amendments:**

Adopted by the President on July 1, 2002.

#### 2. **History:**

none

### **3. Cross References**

*Faculty Handbook*, section VIII.D relating to internal compensation

*Faculty Handbook*, section VIII.G relating to overload duties

*Faculty Handbook*, section IX.A relating to faculty conflict of interest (Board of Trustees Policy #04.16.02, Conflict of Interest Policy - Faculty)

*Faculty Handbook*, section IX.C relating to misconduct in research and creative work (Board of Trustees Policy #02.54.01, Policy on Misconduct in Research and Creative Work)

## EXTRA COMPENSATION APPROVAL FORM

The *Faculty Handbook* sets forth the Temple University policy on extra compensation as follows: “During the periods of their contract, faculty members may carry additional responsibilities either internally or externally for extra compensation, provided that: (1) such activities may not exceed an average of one day per calendar week during the contract period, (2) do not interfere with their assigned University responsibilities, and (3) payment for the extra responsibilities is compatible with the policies of their college and University policy stated elsewhere. In all cases, such activities are subject to the approval of the cognizant Dean.

Full-time faculty who intend to become engaged in an outside supported research project should clear their acceptance with their Dean and with the Provost.

The purpose of the above clearances is to determine whether the type and volume of the work proposed is consistent with the University’s best interests, whether it will interfere with the faculty member’s capacity to serve the University effectively and whether there is a specific conflict of interest, or contract violation, between the proposed undertaking and his or her present program at the University, including work for an outside agency or agencies which support the various parts of his or her time.”

The administrative policy for implementing this policy is found at [www.temple.edu/policies](http://www.temple.edu/policies) as policy 02.78.11.

The administrative policy provides, among other things, that (1) activities for extra compensation must be approved in advance by the Dean, as provided by the University policy, (2) extra compensation includes any form of earned income, (3) one day per calendar week includes a 24-hour calendar day or eight hours in any calendar week, and (4) certain listed professional activities that involve only nominal compensation do not constitute activities that must be counted as time spent for extra compensation, but must nonetheless be approved in advance by the Dean. Faculty members considering undertaking activities for extra compensation should be fully familiar with the administrative policy.

Please describe the activity to be undertaken for extra compensation:

Is this activity an outside supported research project: Yes \_\_\_\_\_ No \_\_\_\_\_

*(continued on next page)*

Please indicate the calendar day or eight hours in the calendar week during which the activity will be undertaken:

Does the proposed activity constitute a conflict of interest or contract violation as defined in the University policy: Yes \_\_\_\_\_ No \_\_\_\_\_

Will this proposed activity interfere with your assigned University responsibilities, such as scheduled teaching hours, service meetings or responsibilities, scheduled office hours, responsibilities for institutional or externally supported research, or other scheduled University responsibilities: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain and indicate how these responsibilities or duties will met in some alternate way:

Faculty member's name \_\_\_\_\_

Faculty member's signature \_\_\_\_\_ Date: \_\_\_\_\_

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Approved \_\_\_\_\_ Not approved \_\_\_\_\_

Dean's signature \_\_\_\_\_ Date: \_\_\_\_\_

Provost's signature \_\_\_\_\_ Date: \_\_\_\_\_  
(For outside supported research projects only)

**One copy should be retained by the faculty member; one copy  
Should be retained in the files of the Dean's Office**