



TEXAS TECH UNIVERSITY

Operating Policy and Procedure

OP 32.10: Additional Compensation for Faculty/Staff through the Office of the Provost

DATE: January 4, 2023

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and a standardized approach in the handling of additional compensation for faculty/staff involved in credit or non-credit activities through the Office of the Provost (including non-state funded programs, university courses, and K-12 courses). [OP 70.16, Compensation in Excess of Base Salary](#), and [OP 70.17, Overtime](#), include additional pertinent policies and procedures.

REVIEW: This OP will be reviewed in April of even-numbered years by the Office of the Provost with substantive revisions presented to the Provost and Senior Vice President.

POLICY/PROCEDURE

1. From time to time, members of the university’s faculty, staff, and administration who possess expertise in a particular field are asked to participate as lecturers, teachers, or panelists in non-state-funded Office of the Provost activities. For those services, the participating faculty member, staff member, or administrator is authorized to be paid a fee above the base salary.
 - a. The time that an administrator, faculty, or staff member may devote to such activities ordinarily should not exceed an average of eight hours per week in addition to the normal work hours expected of all university employees. [Texas Government Code § 658.007 \(b\)](#) states: “A full-time salaried employee may not be authorized under this section to work less than 40 hours in a calendar week.”
 - b. Prior approval for such activities by the participant’s supervisor at the university is required. See attachment, *Request to Permit Exempt Employee to Earn Additional Compensation*, which is required for faculty and other exempt employees. Non-exempt employees are appointed on an *electronic Personnel Action Form* (ePAF).
2. **General Regulations and Pay Scale**
 - a. A university faculty, staff, or administrative member may not participate in these Office of the Provost activities if to do so would materially interfere with the conduct of any classes or with the discharge of normal duties and responsibilities at the university.
 - b. University administrators and staff members who miss time from their normal duties and responsibilities are required to take commensurate vacation time or adjust their working hours for the periods during which they engage in these Office of the Provost activities.

c. Additional Compensation for Work Performed through the Office of the Provost

Faculty members may receive compensation in excess of their annual base salary for participation in the Office of the Provost activities when such activities have been properly approved.

d. Off-Campus Resident Credit Courses

Additional compensation is not allowed for full-time faculty who teach credit courses off campus as part of the faculty member's regular workload. A faculty member may be reimbursed for travel expenses.

e. University Credit Courses Administered by the Office of the Provost

University credit courses administered by the Office of the Provost are not ordinarily scheduled as a part of the faculty member's regular workload but are arranged through the college. A faculty member may receive additional compensation for teaching courses through the Office of the Provost. In addition, the faculty member may be reimbursed for travel expenses. Additional compensation for instruction through the Office of the Provost is paid on a per lesson basis. Faculty members may be compensated for course development or revision; the amount of compensation will depend on the extent of the revisions or course development activity.

f. Office of the Provost University Credit Courses Taught as Part of Regular Faculty Workload

Faculty members or teaching assistants may be assigned courses administered by the Office of the Provost as part of the regular workload with permission of the Office of the Provost, the department chairperson, the college dean, and the Provost and Senior Vice President. In such cases, faculty salaries or other state funds may not fund the instruction. Normally, the Office of the Provost will compensate the department for the instruction on the same basis as individual faculty members are compensated for instruction through the Office of the Provost.

3. Coordinating a Non-credit Activity (See also [OP 30.05, Office of the Provost Non-credit Activities.](#))

- a. Full-time faculty and staff who develop and coordinate non-credit programs or courses, either on or off campus, may receive additional compensation for such efforts. It is recognized, however, that the amount and level of effort required may vary among programs and courses.

Additional compensation for coordination is justified when (1) the course or program is being offered through the Office of the Provost and (2) prior approval for additional compensation has been given or (3) when such work is not part of the faculty or staff member's regularly assigned duties.

As is the case with the remuneration scale for teaching, a portion of a coordinator's compensation is for preparation time; nevertheless, it is recognized that a coordinator may be called upon to do a significant amount of supervisory and developmental work. Such extra effort may take the form of extensive research for curriculum development and/or arrangement/development of special or unusual program features that are essential for the program or course's success.

In such cases, the coordinator may receive an adjustment to the compensation paid. The program director or coordinator should submit, along with the *Special Activities Program Approval* form, a brief memo indicating the nature and extent of the extra effort required. The *Special Activities Program Approval* form should be obtained from the Office of the Provost and completed in consultation with the Office of the Provost personnel.

b. Program and Budget Approval for Non-credit Activities

Since the quality and excellence of all instructional programs, including the non-credit activities of the university, must be assured, it is necessary to have all financial and academic arrangements for non-credit activities approved by the appropriate dean of the college/school, the Dean of the Office of the Provost, and the Senior Vice President for Administration & Finance and Chief Financial Officer, as appropriate.

- c. No payments for instruction, coordination, services, materials, supplies, etc., will be made by the university before approval of a budget and assignment of an account number.

[Attachment: Request to Permit Exempt Employee to Earn Additional Compensation](#)