



## Ohio Administrative Code

### Rule 3342-6-07.8 Administrative policy regarding additional compensation for university employees.

Effective: March 1, 2015

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(A) Individuals may receive compensation over and above the usual contractual payment up to a maximum of twenty per cent of the academic year salary or summer session salary, whichever is appropriate, when the monies come from: extramural sources, regional campuses for Kent campus faculty, the Kent campus for regional campuses faculty and continuing education activities; and when the activity is one which clearly is not normally expected under the terms of principal employment and does not interfere with the typical teaching, research and service functions of the faculty member.

(B) Related to but somewhat separate from the above is the question of abnormally severe teaching assignments during the summer terms. If such an assignment occurs in which the faculty member is expected to serve well beyond that usually expected in a full on-campus load of eight to ten hours, the faculty member may be compensated on his or her normal summer session contract at a rate in excess of the one-sixth of the nine-month salary for one five-week term. An example of such activity would be responsibility for the supervision of field trip activity. Any rate in excess of the usual rate must be approved by the collegial dean and vice president for academic and student affairs or designee.

(C) In addition to teaching and research the university is deeply committed to the public which it serves. Continuing education workshops and seminars play a prominent role in its service function. Such workshops are usually funded by fees charged to the participants, or by governmental or private grants or payments to the university agency supervising the activity. Faculty participation in such activity is not normally covered by the standard nine-month academic year contract nor by the usual summer teaching appointment, and thus participating faculty may be compensated for participation over and above the usual contractual payments.

(D) For those Kent campus faculty members teaching in the regional campuses, compensation will count toward the twenty per cent limitation.



(E) Individuals may not be compensated out of usual university funds for an occasional lecture given in a colleagues's class. Such activity will be viewed as part of the regular academic year or summer session assignment.

(F) Regional campus part-time teaching by Kent campus twelve-month contract personnel.

(1) Individuals holding twelve-month contracts on the Kent campus are permitted to teach occasionally at regional campuses.

(2) Under no circumstances may such teaching interfere with the individual's regularly assigned duties.

(G) Summer employment of faculty.

(1) Faculty members who are employed and are to be paid for regular summer classes or form workshops, research projects or institute accounts, are to be regularly appointed through proper channels. This requires the processing of the usual recommendations by the department chairperson to the dean of the college. Such monies may not be paid under a single requisitioning process unless the appointments have been made.

(2) To insure coordination, future applications for research, institutes and similar grants will require an accompanying certification from the department chairperson and dean that space, equipment and personnel needs have been arranged for adequately.

(H) Intra-university consulting. Sharing one's expertise with the university community in an on-campus setting is normally considered part on one's usual workload and no compensation beyond regular contractual salary is expected or permitted. Intra-university consulting for a fee is an unusual situation and is expected seldom to occur. But in situations where demonstrable effort over and above normal workload occurs, additional compensation can be earned when the consulting or presentation is across departmental lines or involves a separate or remote operation, and has prior written approval of the office of the appropriate dean or vice president. Prior approval of the funding agency and the research office is required when grant funds are the source of compensation.