

OFFICE OF THE PROVOST

To: Academic Deans
From: Joseph Hartman, Provost
Date: January 30, 2024
Re: Offload Course Assignments and Additional Faculty Compensation

As faculty annual reports (Personnel Form #16A) are due at the end of this month, I write to remind you of a few important considerations that should be taken into account with your review of this material with respect to offload course assignments as well as policy considerations for additional compensation for faculty. Please share this information with your associate deans and department chairs to ensure contractual and BOT policy compliance.

I. Permissible Extra Compensation: Article XVI, Part 1, A.3.b (Excerpt attached for reference)

The collective bargaining agreement between the university and the MSP (“Agreement”) allows for the university to contract with faculty to earn extra compensation for specific work outside the scope of the Agreement. Such contracts, without the explicit consent of the Chancellor, shall not exceed 20% of the faculty members base salary in a twelve-month period. Also, all work exceeding \$5,000 shall be preceded by internal notice to relevant faculty or professional librarian permitting open applications (with notice once every three years for ongoing work needs), but no grievance rights of any kind shall apply to this requirement.

Implementation Guidelines

Please take the steps necessary to ensure compliance with the above provisions. At a minimum, please ensure the following:

1. Make sure that any contract for work outside the scope of the Agreement that exceeds 20% of a faculty member’s salary receives or is conditioned on approval by the Chancellor. Requests for approval should be sent to the Office of the Provost.
2. In advance of contracting any work exceeding \$5,000, please provide advance internal notice for applications to relevant faculty or professional librarians. For work that is ongoing, notice should be provided once every three years.

II. Offload Course Assignments: Article XVI, Part 1, B (Excerpt attached for reference)

The Agreement also specifically addresses the number of course assignments that may be assigned to faculty beyond their regular course assignments during an academic year. More specifically, with regards to teaching additional courses in GPS:

1. One course per semester: No restrictions as to notice or special approval by Department Chair.
2. Third course in an academic year: Requires approval of the Department Chair with notice to the Dean.
3. Fourth course in an academic year: Subject to the approval of the Dean and the Provost.
4. More than two courses per semester: Not allowed.

Implementation Guidelines

Please take the steps necessary to ensure compliance with the above provisions. At a minimum, please make sure that department chairs are providing you advance notice for review and approval for any course beyond the one additional course faculty are entitled to teach each semester. Also, please make sure that you are providing me sufficient notice for review and approval for the assignment of a fourth course to any faculty member. In addition, please ensure that faculty in your college are not assigned to teach more than two additional courses per semester (i.e., beyond their regular course assignments as defined by the college workload policy).

III. Additional Faculty Compensation: BOT Policy T01-012 (Attached for reference)

The University of Massachusetts Policy on Additional Faculty Compensation, T01-012, and its resulting guidelines recognizes that while certain activities should be incorporated into the standard workload of faculty and may be subject to provisions of the collective bargaining agreement, faculty may also receive additional compensation for certain activities. Please review the attached policy with your department chairs to ensure compliance with the policy and its guidelines pertaining to faculty seeking to earn additional compensation beyond 33% of their base annual salary.

Implementation Guidelines

In applying the policy and resulting guidelines please ensure the following protocols are in place:

1. Written approval of the Department Chair and the Dean are required before a faculty member may engage in any activity for additional compensation.
2. Whenever the additional compensation received by a faculty member exceeds 33% of the base annual salary in a given calendar year, the Dean and Provost shall review the faculty member's commitments to ensure that the faculty member is satisfactorily performing his or her full-time obligations.
3. The approval of the Provost and the concurrence of the Chancellor are required for a faculty member to continue to receive additional compensation in excess of 33% of the base annual salary. If the Dean and Provost determine that the faculty member is not satisfactorily performing his or her obligations, the faculty member must reduce his or her additional commitments accordingly.
4. A faculty member may request in writing to the Provost, a review of any decision his or her Department Chair made to withhold approval of additional compensation. If the Provost does not approve the additional compensation, he or she will transmit a written explanation to the faculty member. If the disagreement persists, the faculty member may appeal the matter to the Chancellor. The decision of the Chancellor shall be final within the university.
5. Additional compensation activities may involve other university policies such as the policy on faculty consulting and outside activities (Doc. T96-047, rev. 2/7/01), and Massachusetts General Laws, Chapter 268A (ethics statute). Faculty members should refer to these as necessary.

Please contact me directly should you have any questions with respect to the contents of this memorandum or any issues with respect to its implementation.

Sincerely,



Joseph C. Hartman, Ph.D., P.E.

Provost & Vice Chancellor for Academic & Student Affairs

Article XVI, Part I, A.3.b.

Permissible Extra Compensation

Except where specifically prohibited or regulated elsewhere in this Agreement, it shall be permissible for the University to contract with individual faculty and professional librarians to perform specific work activity outside of the scope of this Agreement as to type of work or amount of work permitted, or outside the instructional period which is provided for by the academic calendar, or beyond established practice as to normal day and hour parameters, and to pay supplementary compensation and/or mileage for any such activity. Amounts of contracts with one individual shall not exceed 20% of base salary in a twelve month period without the explicit consent of the Chancellor of the University. All work exceeding \$5,000 shall be preceded by internal notice to relevant faculty or professional librarian permitting open applications (with notice once every three years for ongoing work needs), but no grievance rights of any kind shall apply to this requirement.

Article XVI, Part I, B.4.

4. Continuing Education

a. Academic Courses

Resident Unit members are entitled to teach one course per semester during the academic year in Continuing Education programs without restriction as to notice to or requirement of special approval by the Department Chair, as such faculty members may successfully obtain such teaching. In a given academic year, resident unit members also may be permitted to teach a third course in Continuing Education at the University of Massachusetts Lowell, subject to the approval of their Department Chair with notice to the College Dean, and may be permitted to teach a fourth course, subject to the approval of the Dean of the College and the Provost, but no more than two courses shall be taught per semester.

Teaching of Continuing Education courses at the University of Massachusetts Lowell is subject to the needs of University Continuing Education programs, the best interests of the University, and the qualifications of the individual unit member; but within these considerations, resident unit members shall receive staffing preference over nonresident instructional personnel in making teaching assignments for available University Continuing Education courses for which they are qualified.

The University recognizes the obligation to periodically review and adjust the pay rates for full-time unit members who teach in Continuing Education. The stipend for a three-credit Undergraduate course is \$7,877 effective July 1, 2018 and shall increase to \$7,995 effective July 1, 2019. The rate for a three-credit Graduate Course is \$9,003 effective July 1, 2018 and shall increase to \$9,138 effective July 1, 2019.

Doc. T01-012

Passed by the Board of Trustees

February 7, 2001

**UNIVERSITY OF MASSACHUSETTS
POLICY ON ADDITIONAL FACULTY COMPENSATION**

Faculty on full-time appointments are expected to serve the University through a mixture of teaching, research, scholarship or creative activity, outreach and professional service, and University service, consistent with the mission of the campus, school or college, and unit in which they are appointed. The obligations of full-time faculty should be based on the optimal use of individual and collective effort to fulfill the mission of the department and campus, regardless of the nature of or source of revenue for those activities.

The responsibilities of full-time faculty increasingly encompass activities beyond the traditional expectations of teaching on campus, pursuing a research program, engaging in public service and serving on committees. The expansion of corporate and continuing education, distance learning, and multi-campus program offerings as core components of the University's mission, and the growth of commercial ventures, economic development activity, and externally funded research throughout the University, require faculty, departments, and administrators to be flexible and creative in defining faculty responsibilities and allocation of effort in support of the University's mission. To the extent possible, and in accordance with applicable collective bargaining agreements, the University should incorporate these activities into the standard workload of faculty. However, faculty may also receive additional compensation for such activities.

The President shall issue Guidelines to implement this policy.

**UNIVERSITY OF MASSACHUSETTS
GUIDELINES FOR THE POLICY ON ADDITIONAL FACULTY COMPENSATION
(Doc. T01-012)**

I. DEFINITIONS

With respect to the Policy on Additional Faculty Compensation, the following words shall have the following meanings:

- A. Additional compensation is defined as any compensation paid to faculty by the University in excess of the full-time salary. Additional compensation may be paid to faculty for outreach and teaching activities administered, sponsored, co-sponsored, or conducted through the University; additional administrative duties or special appointments; and extramurally-funded research.
- B. Outside consulting or other outside remunerated services of a professional nature are the subject of the Policy on Faculty Consulting and Outside Activities (Doc. T96-047).
- C. A Faculty Member is a full-time employee of the University whose principal title is Lecturer, Instructor, Assistant Professor, Associate Professor, or Professor, or any other University employee whose principal duties consist of teaching, research, and/or service/academic outreach.

II. CONDITIONS AND REQUIREMENTS

Faculty members of the University of Massachusetts on full-time appointments may receive additional compensation under the following circumstances and conditions:

- A. Any activities undertaken for additional compensation may not interfere with a faculty member's satisfactory disposition of his or her regular assignments and responsibilities.
- B. Faculty may engage in as much extra activity for additional compensation as is consistent with maintaining a satisfactory disposition of their full-time obligations to the University, as defined and monitored by the department chair and the dean of the school/college. It is the responsibility of the department chair and the dean to ensure that faculty are meeting their full-time obligations to the institution in a satisfactory way.
- C. Additional compensation for federally-funded research must be consistent with federal rules and regulations.
- D. Faculty may receive additional compensation for privately-funded research at rates negotiated with the research sponsor.
- E. Rates of pay for teaching or related services (such as course development) are established by the unit sponsoring the programs with the approval of the Chancellor or President (as appropriate).
- F. No faculty member may accept additional duties or additional compensation that would bring

him or her into conflict with Chapter 268A of the General Laws (the ethics statute).

The written approval of the department chair and the dean are required before a faculty member may engage in any activity for additional compensation. Whenever the additional compensation received by a faculty member exceeds 33 percent of the base annual salary in a given calendar year, the Dean and Provost shall review the faculty member's commitments to ensure that the faculty member is satisfactorily performing his or her full-time obligations. The approval of the Provost and the concurrence of the Chancellor are required for a faculty member to continue to receive additional compensation in excess of 33 percent of the base annual salary. If the Dean and Provost determine that the faculty member is not satisfactorily performing his or her obligations, the faculty member must reduce his or her additional commitments accordingly.

The campuses shall establish rules and procedures to implement this policy, including provisions for appeal and resolution of conflicts. Campus rules and procedures must receive the approval of the President.

The President shall periodically review this policy and the scope, nature, and levels of faculty additional compensation on each campus.