



Faculty Handbook

C140 Extra Compensation

Approved By: Faculty Senate and Board of Regents

Last Updated: **Draft 10/3/24**

Responsible Faculty Committee: Policy Committee

Office Responsible for Administration: Provost and Executive Vice President for Health Sciences

Revisions to the Applicability, Policy Rationale, and Policy Statement sections of this document must be approved by the full Faculty Senate and Board of Regents.

APPLICABILITY

All UNM academic units, including the Health Sciences Center and Branch Community Colleges.

POLICY RATIONALE

The interests of the University of New Mexico (UNM) may be well served by having UNM faculty members conduct professional activities outside of their normal departmental duties. With approvals specified in this Policy, faculty members performing such activities may receive extra compensation from UNM. Prior approval of such activities for extra compensation will be contingent on the determination by the cognizant supervisors that the activities are in the best interests of UNM and that such activities will not replace or diminish the ability of the faculty member to fulfill his/her **their** normal contractual responsibilities.

POLICY STATEMENT

1. ~~Full-time~~ Faculty members may receive extra compensation from UNM for additional work done in connection with UNM-related activities provided that:
 - a) The faculty member wishes to pursue the opportunity for extra compensation;
 - b) Advance approval in writing is given by the chair of the faculty member's contract department and the dean or director of the College or School that houses that department; and
 - c) The work done for extra compensation does not in the opinion of the approving authorities:
 - i) Conflict in time with regular UNM duties and assignments;
 - ii) Constitute a "conflict of interest" situation for the faculty member; or
 - iii) Come within the scope of the faculty member's regular responsibilities for which compensation is already being paid.

2. The work for extra compensation does not count against the workdays allowed for outside employment. See Policy C130 ["Outside Employment and Conflicts of Commitment."](#)
3. Extra compensation using funds from research grants or contracts must conform to research policies.
4. Extra compensation for teaching beyond the scope of the faculty member's regular teaching responsibilities shall be paid through a Special Teaching Component (STC) on the regular faculty contract. Requests for contracts that include STC's shall be made prior to engaging in the activity by way of a Contract Memorandum that has the approval of the faculty member's chair or director and dean, the administrator of the department for which the special teaching is being done, and the Senior Vice Provost for Academic Affairs or the HSC Vice President for Academic Affairs.
5. Other kinds of special assignments shall be paid on an Extra Compensation Form. The rate of extra compensation will be proposed by the head of the requesting unit and should reflect fair market value for activities associated with the assignment.

Compliance

Intentional failure to comply with the provisions of this Policy will be considered a violation of UNM policy and may lead to appropriate corrective action which can include censure, warning, disciplinary probation, or dismissal, as set forth in Policy C07 "Faculty Disciplinary Policy."

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy and Operations Committee in consultation with the responsible Faculty Senate Committee listed in Policy Heading.

PROCEDURES

In consultation with the academic units, the Offices of the Provost and the Executive Vice President for the Health Sciences Center will be responsible for developing procedures for compliance with this Policy. The procedures should include the following items but may be more stringent for effective monitoring of the policy.

- Requirements for approval by the approving authority (Advance written approval is not required for periods of activity consisting of two days or less per semester)
- Requirements for STC approvals and payments
- Faculty reporting and compliance responsibilities
- Required signatory approvals
- Deans/Directors monitoring and enforcement responsibilities

Maintenance of Records and supporting documentation

DEFINITIONS

Special Teaching Component: Extra compensation for teaching outside the faculty member's contract department(s), above and beyond the faculty member's regular teaching responsibilities. A STC may not be awarded for teaching done outside faculty member's contract department(s) that is required as part of the base contract salary, for example, teaching required by the appointment contract in interdisciplinary programs or by virtue of joint or secondary appointments.

WHO SHOULD READ THIS POLICY

- Board of Regents
- Faculty
- Academic deans and other executives, department chairs, directors, and managers
- Administrative staff responsible for academic appointments and compensation

RELATED DOCUMENTS

Faculty Handbook:

Policy C07 "Faculty Disciplinary Policy"

Policy C100 "Academic Load"

Policy C110 "Teaching Assignments"

Policy C120 "Summer Teaching"

Policy C130 "Outside Employment and Conflicts of Commitment,"

Policy C180 "Special Administrative Component"

UNM Board of Regents' Policy Manual:

Policy 5.6 "Extra Compensation Paid by the University,"

University Administrative Policies and Procedures Manual:

Policy 2615 "Non Standard Payment Processing,"

CONTACTS

Direct any questions about this Policy to the Office of the Provost or the Executive Vice President for Health Sciences.

HISTORY

Amended:

October 14, 2008 – Approved by the UNM Board of Regents

Revised by the Faculty Senate in response to a request by the UNM Board of Regents

Effective:

December, 13, 1973 – Approved by the UNM Board of Regents

DRAFT HISTORY

October 3, 2024 –revising policy to allow extra compensation for part-time faculty.