

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Faculty Extra Compensation for Additional Duties and Interim Appointments****EFFECTIVE DATE: February 4, 2002; Revised September 9, 2020; Revised May 10, 2023****Purpose**

The purpose of this policy is to set forth guidelines for providing faculty with compensation in addition to regular and for assigning temporary appointments to faculty at Southwest Tennessee Community College (“Southwest” or “the College”).

Definitions

Additional Assignments- Duties within the College but not within the employee’s existing job description.

Extra Compensation- Earnings over and above the regular pay from the College given for an additional assignment.

Policy

Faculty members may be asked to assume temporary administrative responsibilities that entail moving from an academic year to a fiscal year contract with the assignment of additional duties. This temporary appointment may be on a long-term or short-term basis but is still considered a temporary appointment subject to this policy, as opposed to the situation when a faculty member is hired into a permanent administrative position such as a deanship, which requires a twelve-month contract.

Temporary administrative responsibilities may necessitate the awarding of an administrative stipend in addition to the previously established salary. The stipend amount or any other understanding concerning compensation must be set out in a newly executed contract. The contract should: (1) include a statement that the stipend is awarded as compensation for the additional administrative responsibilities and will be removed at the time the administrative responsibilities end; or (2) otherwise address how compensation should be affected at the end of the administrative appointment.

The awarding of an administrative stipend is an issue separate from that of conversion from an academic year to a fiscal year basis. When conversion is to take place, the College should convert the salary from the academic year contract by adding 25% and then adding any stipend amount determined necessary.

The following illustrates the procedure defined above: a faculty member making \$20,000 on an academic contract is converted to a fiscal year contract at a salary of \$25,000. In addition,

a \$2,500 administrative stipend is added because of additional duties. The total amount of salary is then \$27,500. At the time the faculty member serving as administrator returns to a faculty position on an academic year basis, the administrative stipend will end. Then the base faculty salary is reduced to an academic year contract at a rate no less than 80% of the fiscal year contract. The College may choose to exceed the 80% number on the basis of comparable faculty salaries, including rank, merit, length of service, experience, degrees, and yearly percentage increase in salary.

To ensure consistency, the standard stipend for extra duties shall not exceed 20% of the converted 12-month salary. This limit does not impact faculty compensation during the summer sessions and inter-sessions, which are governed by Southwest Policy [5:02:04:10/52](#) and TBR Policy [5.02.02.10](#). The stipend for interim appointments shall not exceed the greater of the difference between the employee's current salary and the minimum salary for the position to be occupied or up to 20% of the current salary.

Source of Policy: _____	Responsible Administrator: <u>AVP of HR</u>
Related Policy: <u>5:01:00:00; 5:02:01:10/52</u>	TBR Guideline Reference: <u>P-010</u>
Approved: _____ President	Date: <u>May 10, 2023</u>