**7-ADMIN-3 Secondary Faculty Appointment**

Responsible Division/Office: Office of Human Resources

Responsible Officer: Chief Human Resources Officer

Revision History: 2023

Effective Date: September 2023

Next Review: 2028

1. **Summary.** Faculty Secondary appointments are utilized when it is necessary and appropriate to have a current Full-time Faculty Member perform services not included in the faculty member’s assigned duties and responsibilities and to pay full-time faculty for these additional services.
2. **Secondary Appointment Definition.** Payments that enable the University to generally deal with staffing needs that require the assignment of work or additional duties beyond the scope of a faculty member’s primary position.
3. **Purpose.** To establish procedures for the Office of Human Resources to manage faculty secondary appointments.
4. **Parameters.**
   1. **Eligibility.** 
      1. Current full-time faculty members in active status.
      2. Department Chairs may be eligible for secondary appointment when requested. and approved by the Provost and Vice President for Academic Affairs.
      3. Faculty on sabbatical or FIL are not eligible for secondary appointments.
      4. Faculty on leave are not eligible for secondary appointments.
   2. **Payment Types.**

* + 1. Faculty secondary appointments are utilized for the following assignments:

1. To act as a Director, Associate Director, Program Manager, Coordinator or similar position for programs, partnerships, or other department activities.
2. Endowed Chair or Professorship positions.
   1. **Length of Appointment.** 
      1. Appointments may be assigned at the conclusion of the academic year to ensure work is continued and services are provided over the summer outside of the faculty member’s 9-month appointment.
      2. Program Director, Associate Director, Manager, Coordinator, or similar positions may be considered during the academic year when it is in the best interests of the university.
      3. Faculty may be appointed to an Endowed chair or professorship appointment for up to a one-year period.
   2. **Compensation.**
      1. A justification of compensation must be provided with each secondary appointment request. The justification must describe how the payment amount was calculated and must be reasonable and consistent with the work being performed.
      2. Funds necessary to cover the cost of faculty secondary appointments will be provided from the department’s budget (course, college or program fees, endowments, grant, or general funds).
      3. Payments to employees shall not exceed $5,000. In special circumstances, with the approval of the President, these fiscal limitations may be exceeded.
      4. Compensation shall not be paid for duties, activities or service that is within the scope of an employee or faculty member’s primary position.
   3. **Approvals.**
      1. Employees may not perform any work assigned until the secondary appointment is fully approved.
         1. Exceptions may be granted for emergency situations documented by the department supervisor and affirmed by the Provost and Vice President of Academic Affairs.
      2. Employees must be willing to accept the secondary appointment.
      3. Assignments must be approved by the following:
         1. Department Chair/Director assigning work
         2. Dean
         3. Financial Manager for the account being charged
         4. Controller’s Office – restricted funds/gifts/endowments
         5. Academic Budget Officer
         6. Provost and Vice President of Academic Affairs
         7. Office of Human Resources
         8. VP Finance & Business Operations or designee– payments over $5,000
         9. President or designee – payments over $5,000
   4. **Faculty Reassigned Time.** 
      1. Faculty members cannot receive supplemental payment for activities when reassigned time was provided. Reassigned time is compensated under the faculty nine (9) month base salary.
         1. Exceptions may be granted for the following reasons:
            1. Both reassigned time and supplemental pay assignment are specifically required under a grant or an endowment.
            2. The Provost or designee determines it is in the best interest of the University and approves a combination of partial reassigned time and partial supplemental pay assignment to accomplish the additional duties assigned.