



To: Deans, Associate Provosts, Center Directors

From: Steven J. Diner
Provost

Subj: Revised Extra Compensation Policy for Administrative Staff

Date: March 8, 2006

Within the next few weeks, a new policy statement regarding extra compensation for administrative staff will be circulated. I am writing to make you aware of a significant change in the policy and to reiterate the guidelines we have been following on the Newark campus.

The change in University policy specifies that administrative staff with “no limit” (NL) titles may not receive cash compensation for additional work in their normally assigned positions. Only in extraordinary circumstances will it be appropriate for a staff member in this category to receive additional compensation in the form of *administrative leave*. I would appreciate it if you would share this information with Directors and Department Chairs in your respective areas. Please refer to the Rutgers Policy, 60.3.15, Additional Compensation for Full Time Staff Members with “No Limit” (NL) Titles for a complete description of the policy changes.

In 2004, I outlined Newark Campus guidelines for authorizing and record keeping of faculty and staff compensation. These guidelines have not changed and they are repeated below:

Authorization & Record Keeping

Faculty

The dean of a faculty member receiving extra compensation must authorize extra compensation activity within the university, including activity sponsored by another unit and/or grant funded summer salary. However, summer teaching assignments in the regular summer session need not be approved by the dean. In cases where extra compensation is given to directors of Centers that report to the provost, the provost will inform the dean of these arrangements

Under normal circumstances, faculty member should not teach abroad in a semester or trimester for which they have on-campus teaching responsibilities and/or other regular duties. Exceptions will be made in extenuating circumstances that serve a compelling need of the university with the written approval of the provost.

Academic deans' offices and the offices of centers that report to the provost shall maintain a record of all extra compensation they pay to faculty members.

Staff

Staff members undertaking activities for extra compensation must secure written approval, in advance, from the appropriate director, dean or associate provost. Teaching or other activities for extra compensation should be approved only if they do not interfere with a staff member's full-time duties.

A staff member who receives extra compensation for teaching abroad must charge vacation, administrative, or personal holiday time for all regular work-days devoted to those assignments.

Teaching for extra compensation by administrators at the rank of assistant dean or higher must have the prior written approval of the Provost.