

## **Faculty Special Compensation Policy FAQ**

Are Lecturers/Non-Tenure Track faculty included in the policy? Yes. The policy applies to all full-time faculty.

Are administrative supplements paid during the summer to 9-month faculty included in the policy? Yes, these payments are considered special compensation under the policy.

When does the policy go into effect? The policy became effective January 1, 2022.

Is the threshold for exceptions 33% or 1/3<sup>rd</sup> of base salary? We will allow for the policy to be interpreted as 33.34%. Please note that the Office of Financial Planning & Analysis (FP&A) requires all activity pay over 25% to have documentation within each School/College's approved Box Folder as discussed with their respective Senior Business Officer (SBO).

When do I need to include an exception request? Special compensation that increases a faculty member's total annual compensation by more than a third of their base salary will require an approved exception request form.

Where do I send an exception request? Please send completed exception request forms to [financialplanning@miami.edu](mailto:financialplanning@miami.edu) for final review by FP&A and the Provost.

How do I know if a teaching overload for a faculty outside my unit will bring them over 33.34% of their base salary? You must contact the SBO of the faculty member's primary unit. A report has been created for each SBO to easily identify the faculty members affected.

What is the maximum payment allowed for a 3-credit course overload? 1/9<sup>th</sup> of their base salary or \$27,777.78 (if their salary is greater than \$250,000) for each 3-credit course.

Can one exemption form be used to obtain approval for multiple supplements that bring faculty over 33.34% of their base salary? Yes.

Is centrally funded (e.g., from the Academy) special compensation included in this policy? Yes, but the exception will be obtained by FP&A for this sub-group.