

## Guidelines for Faculty 2016 Summer Salary

These guidelines apply to faculty with academic appointments spanning less than twelve months who will be paid for work on sponsored projects or other assignments (i.e. administrative responsibilities or service activities) as a University employee outside of their normal academic year contract period. This period normally encompasses the 13 or 14 weeks between the end of the spring semester and the beginning of the fall semester and is referred to as the “summer contract period.” FSH3120 B-4

The rate of pay for summer salary if working on sponsored projects or other assignments may not be more than the institutional base rate of pay established for the faculty member during his/her regular academic appointment. When applicable, the institutional base rate of pay is the faculty base salary plus the administrative increment. Please refer to the EPAF guidelines posted on the HR website for information on how to calculate the correct salary and rate of pay. <https://www.uidaho.edu/human-resources/managers/banner-epaf>

Faculty members on summer contracts are generally expected to be onsite for the summer contract period unless their research requires off-site activities.

Any consulting activities conducted during the summer contract period are subject to the same University policies in effect during the academic year. See FSH 3260.

Non-sponsored funds may be used to cover salary for any portion of the summer contract period, including time exceeding eleven weeks. Consideration and adherence must be given to restrictions on all University funds (e.g. student fees), gifts and endowments.

Summer instruction is paid during the actual period of the course.

*To ensure that the University of Idaho is in compliance with all regulations applicable to federal and non-federal sponsored projects, the following rules apply to faculty salaries charged to sponsored projects during the summer contract period:*

1. All salary charges to sponsored projects must be consistent with University policy and procedure for charging to sponsored projects and must only include compensation for effort actually expended on those sponsored projects within the summer contract period.
2. Only activities directly related to the sponsored project, such as performing research or scholarly activities specified in the grant or contract, writing progress reports, attending project-related conferences or events, and holding research meetings, may be charged to a sponsored project. Non-related activities, such as writing proposals for other projects, performing non-sponsor related research or scholarly activities, taking vacations, attending department faculty meetings, teaching, preparing to teach, performing unrelated administrative work, performing University service work, and attending non-sponsored project-related conferences, may not be charged to sponsored projects.

### Process

The faculty member must complete a Faculty Summer Salary Worksheet and obtain approval signatures from his/her department head and dean. This worksheet will be used to generate a Summer Salary Agreement. Both documents must be submitted to the dean's office(s)/CEOs and the original sent to the Provost's office.