Faculty Summer Salaries

April 22, 2013
Agenda

• Summer Salary Defined
• Salary Caps and Remedies
• Summer Salary Appointment Process
• The Spreadsheet
• Justification for Administrative Compensation
• Summer 2013 Deadlines
• Q&A
What is summer salary?

- Additional compensation *earned and received* during summer
- May require coordination with another administrator
  - Grant funding
  - Work done in/for another department or school
How does one earn and receive summer salary?

- Summer Teaching
- Summer Fieldwork
- Administration
- Grant Research
- Study Abroad
- Guarantee
Limitations to Summer Salary

- 3/9ths of base salary (university limit)
- 2/9ths of base salary (school-related activities)
- 95% of a summer month (on federal grants)
- 1/36th of base salary per credit up to $9000 (course appointments)
- NIH salary cap $179,700
Over the limit?

- Alert your Chair
- Alert Erich Dietrich in Global and Academic Affairs
- Alert Stewart Gonzales in A&F
Summer Salary Appointment Process

1. Enter relevant info in one spreadsheet/dept
2. Review and approve by all interested parties
3. Submit to payroll
4. People get paid
Summer Salary Appointment Process

Department Administrator working with Chair

1. Access spreadsheet in Google Docs (link in email)
2. Enters Summer Teaching and Fieldwork data, including Study Abroad (Allison will provide info)
3. Enters administrative compensation, if applicable
4. Works with PI to get EFF/email approval to A&F
5. Informs Chair for review and approval
Department Chair

1. Reviews spreadsheet for approval
2. Writes justification for any admin comp (except School guarantees)
3. Emails approval and justification(s) to Erich Dietrich, Academic Affairs by May 6, 2013
Erich Dietrich, Global and Academic Affairs

- Reviews full proposed summer salaries for all faculty
- Negotiates with interested parties, if needed
- Emails final approval of SS to A&F for payroll processing
Summer Salary Appointment Spreadsheet

- Faculty Name
- 9 mo Base Salary
- Institutional Base Salary (for grants)
- Ten lines for assignments
- Summary tab adds all sources of summer funding across the data spreadsheet
- On Summary Tab, compare Total Comp to 2/9ths and 3/9ths to see if faculty is over the allowable limit
- Use comments column for remedies
Completing the Spreadsheet in Google Docs

Column I – Select Assignment from drop down menu
Columns J & K – Enter Start and End Dates
Column L – Enter Course Section number
Column M – Select Course Type from drop down menu
Column N – Enter the number of Course Points
Column O – Enter the number of Fieldwork Students
Column U – Enter Admin/Guarantee Comp amount, if applicable
Column V – Enter Location, if applicable
Column W – Enter Account to be Charged
Columns X, Y, & Z – Grant Info, if applicable
Justification for Administrative Compensation should include specific dates and duties.
Example 1 – Advisement

Two weeks of summer comp is requested for Clark Kent for new graduate student advisement, registration and placement meetings. Clark will meet with 43 new students in summer 2012, with meetings, emails and follow-up spread through the weeks of June 26- August 14.
Example 2 – Program Administration

In June:

1. Prepare 6 clinical sites for comprehensive site visits
2. Orient clinical mentor, other professionals and staff
3. Review paper work including policies and procedures manual, employment contract, annual evaluation for resident as an employee, weekly and monthly patient care log and resident evaluation
4. Faculty member is expected to spend two days at each site. He will spend a total of 12 work days on this task.
Summer Salary Business Process - Justification

In June:
1. Prepare NYU faculty and guest speakers for the site visit (2-hour orientation meeting)
2. Prepare NYU administration for the site visit (2 one-hour orientation meetings)
3. Ensure all necessary files are in place for the site visit (4 hours)

In July:
1. Host a two-day visit for the on-site visit team
2. Prepare a response letter to the on-site visit team report (2 days)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/29/2013</td>
<td>SS open to departments</td>
</tr>
<tr>
<td>5/6/2013</td>
<td>SS completed and email notification sent by Chair to Academic Affairs</td>
</tr>
<tr>
<td>5/20/2013</td>
<td>Academic Affairs sends A&amp;F email approval for processing</td>
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</tbody>
</table>
2013 Summer Pay Dates

7/1/13 - for work done June 2013
8/1/13 – for work done July 2013
9/1/13 – for work done August 2013
2013 Summer Pay Dates - Notes

- Faculty can receive 1-3 checks for summer work depending on work start and stop dates
- Summer additional compensation is included with regular monthly base salary
- Late breaking summer payments will be charged to FY14 budget
- Additional compensation is taxed at a flat rate and therefore there is NO tax advantage to spreading payments
Summer Salary Business Process