

Philadelphia University

Faculty Research Compensation & Consultation Policy

A. Federally Sponsored Agreements

1. During the academic year, a faculty member is paid a base salary and that salary is allocated between instruction and federally sponsored research projects. Where faculty members work on sponsored projects across departmental lines or such work involves a separate or remote operation (e.g., PURC, EDI, etc.), and the work performed by the faculty member is in addition to his/her regular departmental load (generally 4 courses per semester), any charges for such work representing extra compensation above the base salary are allowable provided that such work has prior approval by the Vice President for Academic Affairs and the Vice President for Finance and Administration. This extra compensation shall not exceed 25% of the faculty member's base academic year salary, and the hourly rate paid is based on his/her preceding academic year contract (i.e. base) salary. Faculty may not teach overload courses and engage in sponsored research projects during the academic year without the direct and written approval of the Vice President for Academic Affairs.
2. For purposes of calculating release time and allocation of faculty salaries, it has been determined that one course equates to 171 work hours. This is calculated as follows: 7 hours per day x 5 days per week x 52 weeks per year x 75% (9 contract months divided by 12 total months) / 8 courses per year = 171 hours per course. Hence, a total not to exceed 171 sponsored research project hours may be compensated during each semester, if approved as stated above.
3. During the summer, a faculty member doing research can be paid for those research hours on Federally sponsored agreements, using an hourly rate based on his/her preceding academic year contract (i.e. base) salary. Payment begins on the first day of summer (upon expiration of the faculty member's academic year contract) and ends on the day before convocation. In accordance with Federal grant guidelines total summer compensation from all grant sources can not exceed 33.3% of the previous academic year full-time base salary. Hence, a total not to exceed 451 sponsored research project hours may be compensated during the summer, if approved as stated above. Note that some Federal agencies (e.g. NSF) do not allow payment for the entire summer. In these instances, specific agency and contract regulations will prevail.
4. If an adjunct faculty member is teaching and performing research, he/she must be paid the same hourly rate for both teaching and research. The hourly rate is calculated using the 171 hours per course noted above.
5. If an adjunct faculty member is only performing research, which includes summer research, he/she may be paid at a negotiated rate that is to be the same rate charged to the Federally-sponsored agreements.

B. Privately Sponsored Agreements

1. If a full-time or adjunct faculty member is instructing and working exclusively on privately sponsored research, he/she may be paid for that research both during the academic year (provided that course relief is not given for this research) and during summer. Payment to the faculty member for this privately sponsored research will be at a negotiated rate established prior to beginning the research.
2. The faculty member's Dean and the Vice President for Academic Affairs will approve in advance of any work, the research payment rate for each faculty member on privately sponsored agreements. The faculty member's Dean will also recommend to the Vice President for Academic Affairs, in advance of any work, for the faculty member to work more than 25% overtime if appropriate.

C. Work on Both Federally and Privately Sponsored Agreements

1. For work during an academic year, a faculty member's base salary could be allocated to (1) instruction, (2) federally sponsored agreements for which course relief or extra compensation is given, and (3) privately sponsored agreements for which course relief or extra compensation is given as well as to reasonable and approved combinations of the above.
2. Where faculty members work on sponsored projects across departmental lines or such work involves a separate or remote operation (e.g., PURC, EDI, etc.), and the work performed by the faculty member is in addition to his/her regular departmental load, any charges for such work representing extra compensation above the base salary are allowable provided that such work has prior approval by the Vice President for Academic Affairs and the Vice President for Finance and Administration.
3. This compensation shall not exceed 25% of the faculty member's base academic year salary. Faculty may not teach overload courses and engage in sponsored research projects during the academic year without the direct and written approval of the Vice President for Academic Affairs.
4. During the academic year, a faculty member may teach or get course relief or receiving extra compensation for Federally sponsored agreements. Faculty members will be limited to working 25% overtime during the academic year in any of the three areas: teaching, research or extra compensation. This equates to two overload courses per semester or 342 hours of privately sponsored research per semester.
5. Payment to the faculty member for privately sponsored research will be at a negotiated rate established prior to beginning of any work on the research. The faculty member's Dean and the Vice President for Academic Affairs will approve in advance the research payment rate. Payment for these services is considered "incidental pay" under Federal guidelines.

D. Consulting Activities

1. It is the policy of the University on consulting and related activities to set general limits on the time that a Philadelphia University Faculty may spend engaged in such activity. More specifically, full-time faculty should not ordinarily be engaged in more than 4 days per month on outside consulting.
2. This limit is intended to strike a balance between consulting and regular duties and serve to safeguard the interest of both faculty and the University.
3. In cases of ambiguity, the primary guide should be the intention to promote the interests of the University as a place of education, learning and research. It is the Faculty's obligation to obtain prior consent from the Vice President for Academic Affairs as appropriate on outside professional consulting activities.
4. Philadelphia University encourages Faculty to consult as appropriate. It must be recognized, however, that professional consulting activities and involvement in business ventures can result in an apparent or actual conflict of interest. Conflicts of interest should be avoided. Faculty are expected to dedicate their energy and time to the University in proportion to their full-time appointment.
5. It is not possible to anticipate all types of potential outside involvements. It is, therefore, always a faculty member's obligation to obtain prior written consent from his or her Dean and the Vice President for Academic Affairs before undertaking any professional consulting activities.
6. Consulting and research activities are necessarily related activities in terms of the demands placed on faculty time and responsibilities. Consulting should be apparent and will be considered in research payment decisions.

E. Additional Potential Duties

1. At times, individuals may be called upon to serve the University in significant additional activities not related directly to their previously recognized University duties and this sometimes occurs when faculty members undertake administrative responsibilities.
2. Additional compensation for these services may be permitted only if relief from regular duties is not feasible and if the appropriate Dean and Vice President for Academic Affairs approves.
3. An additional appointment with the University is possible for instructional staff on a University-year appointment basis or during a particular semester or term.
4. Additional assignments and research activities are necessarily related activities in terms of the demands placed on faculty time and responsibilities and will be considered in research payment decisions.

F. Summary

To insure that such payments are carefully monitored and so that the University remains fully accountable to external funding agencies, it is essential that faculty members receiving such compensation, whether from a single grant or a combination of grants, abide by conditions stated in the above University policy guidelines.