

## Stephanie Beiter

---

**From:** Stephanie Beiter  
**Sent:** Wednesday, April 24, 2019 10:43 AM  
**To:** Stephanie Beiter  
**Subject:** FW: 2019 Summer Salaries

---

**From:** Susan Provenzano  
**Sent:** Thursday, April 18, 2019 9:37 AM  
**To:**  
**Subject:** 2019 Summer Salaries

*The following message is sent on behalf of Ellen Granberg, Provost and Senior Vice President for Academic Affairs*

Colleagues,

The categories described below are to be used as guidance for setting faculty compensation for work performed during the summer term (sessions, short courses, etc.). ***Please distribute to others in your areas responsible for summer hiring.***

### 1. RIT FACULTY WORKING IN THE SUMMER

During the summer, a 9-month faculty member may be paid by RIT no more than a total of 33.33% (pro-rated for appointments greater than 9 months but less than 12 months) of the faculty member's current 2018-2019 academic year salary through a combination of teaching, scholarship, or other activities. All activities conducted by a faculty member on behalf of the university over the summer term will be considered summer salary and charged to summer salary lines. Due to the variety of work activities and the multiple sources of funding both within and outside the faculty member's college (including grants or other revenue generating sources), HR will continue to monitor the total summer pay to ensure that the combination of all payments does not exceed the 33.33% cap. In the rare case where a faculty member's pay will exceed the 33.33% cap, HR will work with the appropriate college dean(s) to determine the appropriate course of action, which can include granting an exception, if warranted. It is my expectation that exceptions will be rare and that each college will be take proactive measures to ensure that the faculty member's total summer salary is kept within the cap. In addition, exceptions to exceed the 33.33% cap cannot be granted if any portion of the summer salary is charged to sponsored projects. For further guidance on this topic, please contact Julie Hawk ([jehpsn@rit.edu](mailto:jehpsn@rit.edu) x5-2427) or Christine (Tina) Ross ([ccrpsn@rit.edu](mailto:ccrpsn@rit.edu) x5-7649).

### 2. RIT FACULTY WORKING ON GRANTS AND CONTRACTS

During the upcoming summer academic term, summer salary calculations for faculty whose summer salary is paid from a sponsored project (grant/contract) AND other non-sponsored activity such as teaching, university service, or public service, should use a percentage of effort to determine the amount of summer compensation earned from each source.

During the 2018-2019 summer term, 9-month faculty are limited to **90%** of the summer salary maximum (90% of 33.33% = 30% of the current 2018-2019 salary) from **sponsored project** sources. This limit also applies to the percentage that is pro-rated for faculty members with appointments greater than 9 months but less than 12 months. The 90% limit reserves time during the summer term for activities such as teaching, service or administrative duties, development of grant proposals, or time off for personal activities. The rationale for exceptions beyond 90% (but below 100%) of total summer effort on sponsored projects must be approved by the faculty member's department chair, dean, and vice

president of Research prior to the effort being expended and must be in accordance with any additional terms and conditions from the project sponsor.

A 9-month faculty member's allowable summer salary from sponsored projects is calculated on the summer salary maximum, which is 33.33% of a faculty member's current 2018-2019 salary. As previously stated, exceptions to exceed the 33.33% cannot be granted if any portion of the summer salary is charged to sponsored projects.

Additional information regarding summer salary charged to grants and contracts can be found in the Sponsored Programs Accounting (SPA) website at <http://www.rit.edu/fa/controller/sponsored/summersalaries.html>. If you have questions related to summer salary charged to grants or contracts, please contact your SPA representative.

### **3. ADJUNCT INSTRUCTORS**

Adjunct faculty will be paid according to the 2018-2019 schedule (attached). All adjunct faculty contracts are dependent on whether there is sufficient enrollment in a course to warrant course offerings. Please note that the pay schedule will be reviewed and updated as necessary for the 2019-2020 academic year.

-----  
*CONFIDENTIALITY NOTE: The information transmitted, including attachments, is intended only for the person(s) or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and destroy any copies of this information.*