The following message is sent on behalf of Provost Jeremy Haefner

Colleagues,

The categories described below are to be used as guidance for setting faculty compensation for all parts of the summer program (term, session, short courses, etc.). Please distribute to your department chairs or others in your areas responsible for summer hiring.

1. RIT FACULTY WORKING ON GRANTS AND CONTRACTS

The federal government continues to stringently enforce the requirements regarding summer salary for faculty working on federally sponsored projects. Federal regulations require that faculty time spent on sponsored activity be expressed as a percentage of effort. During the upcoming summer academic term, faculty whose summer salary is paid from a federally sponsored project (grant/contract) AND other non-sponsored activity such as teaching, should use a percentage of effort to calculate the amount of summer compensation earned from each source. The requirements below are also applicable to faculty working on grants/contracts:

- A faculty member who expends 100% effort during the summer months may earn 26.3% of his/her 9.5-month salary for the 2015-16 academic year.
- When a faculty member works less than 100% during the summer term, the amount he/she is entitled to earn will be adjusted proportionately.
- When a faculty member’s salary is charged 100% to a federal award(s):
  - Federal regulations require that 100% of the faculty member’s time/effort be spent only on the activities covered by the grant(s).
  - This means they must forego activities such as vacation, teaching, administrative work, proposal preparation, and business or conference travel except when it is exclusively related to the award.
  - RIT faculty charging 100% of their effort to federal awards are required to complete an additional certification to document their understanding of these requirements.

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.

2. RIT FACULTY TEACHING IN THE SUMMER

A full-time faculty member on a 9.5 month appointment may earn up to 26.3% (pro-rated for appointments greater than 9.5 months but less than 12 months) of the faculty member’s 2015-2016 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 in the summer, the multiple sources of funding both within or 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 do not exceed the 26.3% cap. In the rare case where a faculty member’s pay will need to exceed the 26.3% cap, HR will conduct additional analysis on the total summer pay for
the faculty member and all the sources. HR will work with the appropriate college dean(s) and Sponsored Programs Accounting (if one of the sources is on a federal contract or grant) to determine the appropriate course of action and grant an exception if warranted. For further guidance when requesting an exception, please contact Julie Hawk (jehpsn@rit.edu x5-2427) or Christine (Tina) Ross (ccrpsn@rit.edu x5-7649).

3. ADJUNCT INSTRUCTORS

Adjunct faculty will be paid according to the attached schedule. 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 2016-2017 academic year.

If you have questions about summer compensation, please contact your HRSM; if your question is related to summer salary charged to grants or contracts, contact your SPA representative.

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