

## **Salary Administration: APM - 663 - Additional Compensation: University Extension**

### **663-0 Policy**

Academic appointees, including University Extension (UNEX) appointees, may receive additional compensation for UNEX teaching in accordance with this policy.

### **663-10 Criteria**

UNEX academic appointees may receive additional compensation for UNEX teaching provided the following requirements are met (see [APM - 663-16](#) for restrictions on payment):

- a. The appointee receiving additional compensation has no direct or delegated financial authority or academic responsibility for directing or organizing the program in which the appointee is teaching;
- b. The Dean approves any compensation arrangement in advance and will assure that services rendered are in addition to and do not conflict with the appointee's primary responsibilities.

### **663-14 Eligibility**

- a. UNEX appointees whose primary appointment is in UNEX as Continuing Educators and Academic Coordinators may earn additional compensation for UNEX teaching.
- b. Faculty appointed in titles as listed in [APM - 110-4\(15\)](#) may earn additional compensation for UNEX teaching.
- c. Full-time Lecturers, Associates and Acting Instructors are eligible to teach one course in UNEX during the academic year.
- d. To ensure that the University employment of one enrolled as a student does not interfere with the work as a student and the timely progress toward a degree, the appointments of Teaching Assistants, Teaching Fellows and Graduate Student Researchers are limited to half-time inclusive of all appointments including UNEX during the academic year.
- e. During the summer, Teaching Assistants, Teaching Fellows, Associate and Acting Instructors and Graduate Student Researchers may teach for UNEX, provided that this work does not interfere with the performance of duties in the graduate student academic title.
- f. Medical Residents may be employed in Medical Extension programs as authorized by the Chancellor with the understanding that (1) the authorization may not be extended to Interns, (2) each Resident may work on only one course per term and (3) all Resident appointments to

Medical Extension must have the prior approval of the Dean of the School of Medicine and Dean of UNEX.

- g. Other academic appointees may earn additional compensation for UNEX teaching provided the work is performed exclusively outside the appointees' regular work hours or if they have received prior approval from their supervisor.
- h. Faculty participating in the Health Sciences Compensation Plan are subject to the Plan, [APM - 670](#), [APM - 671](#), and local campus Implementing Procedures regarding income from additional University teaching.
- i. Prior approval from the home campus/department is required when employing faculty from other UC campuses.

### **663-16 Restrictions**

A UNEX appointee may not receive additional compensation for teaching that is part of the individual's regular duties. If teaching assignments are a customary part of the individual's duties, that teaching load is considered as part of the appointee's regular job.

### **663-18 Salary**

#### **a. UNEX Appointees**

- (1) The rate of pay will be consistent with pay earned by others for the same instructional services. Additional compensation may be provided for teaching that is occasional and not regular.
- (2) There is no dollar or percentage limitation on the amount that may be earned for teaching because it is anticipated that a UNEX appointee will teach a course only on an occasional basis and not regularly. "Teaching regularly" is defined as teaching one or more courses every year.
- (3) In no event should such compensation exceed 20 percent of the annual salary rate in one year's time.

#### **b. Academic-Year Faculty**

- (1) When the UNEX teaching or related work is performed during the summer or off-duty term, a full-time academic-year faculty member may be paid up to one-third of the faculty member's nine-month salary rate for performing work in UNEX programs.

- (2) When the faculty member is receiving payment from other University sources during the summer or off-duty term, the faculty member may not receive more than three-ninths for all such services combined.
- (3) In any summer period or off-duty term, when a faculty member earns up to three-ninths in University summer salary, a faculty member may also engage in additional work including UNEX programs up to a limit of one day per week inclusive of all outside professional activities performed during the period in which University compensation is received. (See [APM - 025](#), Conflict of Commitment and Outside Professional Activities of Faculty Members.)

**c. Fiscal-Year Faculty**

A full-time fiscal year faculty member may use accrued vacation leave in order to receive compensation for UNEX teaching and related work up to a limit of one-twelfth the annual salary. Fiscal-year faculty may not earn University compensation above the one-twelfth limit. This is effective for appointments made July 1, 2014 or later. Those appointed prior to July 1, 2014 to the Professor, Astronomer or Agronomist series are eligible for payments of up to one-eleventh of the annual salary of a fiscal-year appointee. Fiscal-year faculty may also use [APM - 025](#) days to increase the amount of time they may spend on additional teaching given appropriate local approval.

**d. Academic Appointees**

Other full-time academic appointees may engage in UNEX teaching provided the work is performed exclusively outside the appointee's regular work hours or if they have received approval from the department chair.

**e. Reporting Under APM - 025**

Faculty covered by [APM - 025](#) must report UNEX teaching or related work as a Category II activity when it is performed during the service period.

**Revision History**

September 23, 2020:

- Technical revision to remove gendered language and to correct minor grammatical errors.

For details on prior revisions, please visit the [Academic Personnel and Programs website](#).