

Section: Salary

Policy Number: 1-1

Policy Name: Faculty Summer Salary

Date: March 1, 2012

Revisions

I. PURPOSE

To allow for the proper distribution of pay as it relates to the timing of the effort put forth by faculty on sponsored projects where summer salary has been budgeted.

II. POLICY

Faculty in the College of Engineering who have budgeted sponsored activity projects (awards) for summer salary (typically “ninth”) will pay themselves in accordance with the work performance. In the case where the work is to be performed in months outside of the summer period, these funds may be applied to their salary distribution during the academic year. In the case where the work is indeed performed in the summer, the pay should be distributed as summer pay. Summer pay for faculty must be in accordance with [UD Policy 4-9](#).

III. SUMMER SALARY PAYMENTS—SUMMER EFFORT

Work performed in the summer will be paid in Supplemental contracts (S-contracts) directly from the grant. The pay is typically in increments of ninths. The grant will be charged the fringe and F&A costs associated with these expenses. No funds will be returned to the faculty member’s discretionary accounts for any of these transactions.

IV. SUMMER SALARY PAYMENTS—ACADEMIC EFFORT

When the grant has summer pay budgeted, but the nature of the work being performed requires that the effort be provided during the academic year, faculty may elect to distribute the equivalent of the “ninth” over the academic year. These transactions will relieve the College budget by the related amount. The transactions will be recorded by the Chief Financial and Administrative Officer’s financial staff and College funds will be paid to the faculty member in an S-contract over the summer.

V. ELIGIBILITY AND APPROVAL

Faculty must first seek approval from their department chair to confirm the appropriateness of their participation as it relates to their workload. Approval may be provided in the form of email. In accordance with UD Policy, salaries may be augmented up to 3 months (for a 9 month faculty appointment) for faculty taking no vacation; any vacation leave used reduces the amount of summer salary for which a faculty is eligible.

VI. PRIVILEGE vs. OBLIGATION

It is the obligation of the faculty member to meet all responsibilities on the project scope and personnel prior to consuming summer month salary. Moreover, graduate students with effort on a grant must be fully supported through research and teaching funds (in accordance with department policy), prior to any research funds from that grant being spent on a faculty member's summer pay. If these obligations are not met, summer salary may not be received. If summer salary is taken and these obligations are not met, the faculty member may be responsible for returning the disbursed summer salary in the amount required to meet the obligations to graduate student support or in the amount of the summer salary disbursement, whichever is less.

Having summer salary budgeted in an award does not necessitate that a faculty member take the summer salary. However, a faculty member is still required to expend the equivalent effort on the award. It is a privilege for a faculty member to earn the additional ninths permitted by the standing offer letter.