

Procedures for Implementation of Summer Salary Policy

As noted in the faculty handbook:

“During the summer session faculty members are free to make other professional engagements either at IIT or elsewhere. Teaching and/or research assignments at IIT during this period are neither mandatory nor guaranteed. Summer teaching assignments depend on courses scheduled and adequate enrollment and are usually available on a rotating basis to faculty qualified to teach the courses offered. Full-time faculty summer salary is the smaller amount of 60 percent of the tuition or 1/27 of salary per credit hour.

Part-time faculty compensation will be negotiated. Law school faculty should consult with their dean regarding summer session pay.

Faculty supported by external grants are entitled to receive additional compensation for summer activities as allowed by the grant budget, and subject to a policy set by the Provost in consultation with the University Faculty Council. This policy shall be uniformly applied across all academic units.”

Provost’s Policy

1. Summer salary received from external research grants

Faculty supported by external grants also may receive additional compensation for summer activities involving the grant. The first two months of summer salary may be charged to an externally funded research grants when such salary is approved by the granting agencies. After the first two months’ grant-based summer salary, each subsequent day of grant-based summer salary requires one equivalent day of academic-year salary charge-off from that grant. This academic year charge off must occur in the same academic year, i. e. between September and June before the summer salary compensation occurs. A signature of the Dean is required for payments in the third summer month. For tenure track Assistant Professors the requirement of academic year charge off before one can be paid a third month of summer salary, may be waived by the Dean.

An external research grant is an award that is processed by grants and contracts and the funding source is external to the university.

2. Issues regarding the third month of summer salary

The ability to pay oneself a third summer month is a reward for success in writing research grants. If one is to be compensated for a third summer

month from research grants, one must follow the rules outlined in the faculty handbook that govern payments in the third month. Compensation of up to two weeks in the third month requires no special consideration other than equivalent academic year charge off and approval of the Dean. To pay oneself the complete third month requires following the rules outlined in the faculty handbook supplement governing summer salary:

“For an individual to be charged to a research account funded from federal sources, that person must be working on the contract to which the salary will be charged during the month in which the salary will be charged. Individuals may not transfer effort from one month to another. Faculty members who work full-time during the entire summer will earn a total of one week of vacation time for the three months of effort. This week of paid vacation time may be taken during the summer months (June, July, or August) and charged to a sponsored research contract from federal sources. Faculty members who wish to take vacation in excess of the normal one week accrual should not charge the additional vacation time to a sponsored research grant from federal sources.

In addition to compliance with IIT policy and approval of the academic unit head and Dean, a faculty member must have the approval of the sponsoring agency before he or she may receive a third summer month payment. Some sponsoring agencies will not allow charges for a third summer month to their contracts. Other agencies limit increases in salary charges over the approved budget and require specific authorization.

Summer salary will be limited to 2.5 months with no need for documentation. A form must be completed by a faculty member to justify salary request for the remaining two weeks of the summer stating the reasons for the salary request and certifying that there will be no vacation or no activity on university business unrelated to the grant activity beyond one week during the summer. A copy of the form is attached.

For most faculty members, the remaining one-half month can accommodate university related non-research activities and part of a summer vacation. Any travel related to the funded research activity would be considered as time spent on research.”

3. Other Comments

There are a number of other methods of receiving summer salary:

- a. Summer teaching
- b. Part of a faculty members start-up package
- c. Part of an administrative position such as Department Head, Associate Dean, Dean, etc.

- d. Endowed Chair holder
- e. Compensation for a defined task related to university business

It is expected that salary for the third summer month would only come from research grant activity and always be subject to matching requirements, unless previously approved by a Dean due to a mitigating circumstance. Gift accounts should not be used for summer salary unless it is specifically stated in the gift agreement that such a use is appropriate and the gift is made to support research that the faculty member is directing.