

Conditions Relevant to Approval of Requests for Three Months Summer Salary for Faculty on Nine Month Appointments

College of Agricultural Sciences

Oregon State University

Preface: Most academic positions in the College of Agricultural Sciences are appointed on a 9-month, academic year basis. Salary levels are based on 9/11s of a 12-month appointment with the intent that 9-month faculty with two months of summer salary will receive equitable compensation and have 1 month of leave consistent with OSU's commitment to work/life balance. Prior to 2016, CAS deans would approve up to 2 weeks of additional pay upon request. The Faculty Handbook (<http://oregonstate.edu/admin/aa/book/export/html/54>) allows for up to 3 months of summer salary if allowed by the funding source and if approved by the unit leader and dean.

These are general guidelines that College Administration will consider in evaluating requests for 3 months of summer salary.

- I. A maximum of 2 months of summer salary can be paid from recurring College of Agricultural Sciences funds such as start-up funds.
- II. A maximum of 3 months of summer salary can be paid from an internal grant from OSU or other non-recurring OSU funding sources such as salary savings, E-campus course development or E-book contract.
- III. A maximum of 3 months of summer salary can be paid from gifts, grants and contracts if allowed by the funding source.
- IV. Summer salary can be paid from a combination of recurring funds (maximum 2 months) and non-recurring funds (maximum 3 months).
- V. Completing a third month of summer employment must not cause a conflict of commitment for the faculty member (i.e., writing additional grants or outside consulting activities could cause faculty member to neglect his/her assigned duties or service).
- VI. Requests are received by 15 May in order to process salary for the 2nd half of June.

Requests for summer salary of more than 2 months shall be forwarded by unit leaders to Associate Dean and must address these criteria.

Source:
Office of the Dean
College of Agricultural Sciences
Oregon State University
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