

Conditions Relevant to Approval of Requests for 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. The current Faculty Handbook allows for up to 3 months of summer salary if allowed by the funding source and if approved by the unit leader and dean:

<http://academicaffairs.oregonstate.edu/faculty-handbook/academic-freedom-and-faculty-appointments>

The unit head and faculty member must recognize that if a faculty member is paid for 3 months of summer salary, the faculty member will not have any vacation time during the relevant period.

These are general guidelines that unit leaders 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, PACE courses, 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).

Unit heads are responsible for ensuring adherence to these guidelines. If a request is for more than 2 ½ months of summer salary and requires Faculty Affairs' approval, please route it in DocuSign to CAS Deans Approval for the Dean approval step in the Faculty Affairs' approval process. If a summer salary request does not require Faculty Affairs' approval, it does not require CAS Deans' approval. Route it to HR using the normal process

Source:
Office of the Dean
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