Operating Procedure: Application for and approval of Faculty Stipend Compensation for Administrative Assignment

Department: Academic Deans
Updated Date: 3/28/11

Related Policy: 1024 Faculty Stipend Compensation

Purpose: This procedure is established to clarify the process for faculty application and approval of stipend compensation for administrative assignment.

Frequency: As determined necessary by administration

Primary Responsibility: The designated faculty has primary responsibility for application. Approval responsibility is within the authority of the designated Academic Dean and College President.

Procedure

Step 1: Application

NOTE: A request for administrative assignment and related stipend payment may be initiated by faculty or administration. Application must be initiated and approved prior to the start of any work.

NOTE: Faculty shall complete the application for stipend compensation, including necessary supporting authorization. Stipend Authorization form must specify:
- The expected number of hours of work,
- Outcomes and deliverables,
- Rate calculation (based on non-classroom and not to exceed requirements), and
- The projected total amount of project.
- The expected completion date of work performed must be specified
- A plan for reporting key milestones and final project completion

Step 2: Approval

NOTE: Faculty shall submit the request for stipend approval to the supervising Dean at any point that a need has been identified

NOTE: The supervising Dean may:
- Approve the request and refer it to the College President for approval
- Deny the request
- Seek additional clarification and/or support for the request

NOTE: Upon approval of the request, the Supervising Dean shall copy and forward the request to HR. The HR designee will set up the stipend and forward the approval to payroll.

NOTE: Payroll will retain record of the stipend approval for audit purposes.

Step 3: Monitoring

NOTE: The supervising Dean shall monitor achievement toward project completion based on agreed upon milestones at the midway point in the assignment. The supervising Dean shall also complete a review of the final project report to assure all requested/required action was completed per the agreement.

NOTE: Faculty approved for administrative assignment are responsible to seek advanced approval of any need for extension of the project timeline and related compensation.