

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

Department: Academic Deans

Updated Date: 3/28/11

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**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.

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## 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.