Georgia Institute of Technology

# Guidance on Faculty Summer and Supplemental Pay

Office of Faculty Affairs

August 2025

## Introduction

The purpose of this document is to guide the implementation of the Faculty Summer and Supplemental Pay Policy. Following the recommendations and requirements described in this document ensures compliance with Institute and USG/BOR policies.

## Teaching Loads and Faculty Workload

Faculty workload refers to the standard set of responsibilities assigned to a faculty member, encompassing teaching, research, and service activities as defined in offer letters, administrative appointment letters, and formal agreements. Units should establish standard workload expectations that specify the teaching, service, research, and any other requirements for each faculty group.

Teaching load expectations and any negotiated teaching releases must be clearly outlined in faculty offer letters and documented in GT-TRACS. Such course releases may include releases offered as part of the initial hiring agreement for a new hire and releases granted for the duration of an administrative appointment.

Adjustments to teaching loads or workload must be approved and documented to ensure compliance with institutional policies and avoid conflicts of commitment.

Adjustments to a faculty member's workload must be approved by their direct supervisor (e.g., School Chair) and documented in the unit-level personnel file and/or GT-TRACS. Email documentation is acceptable if acknowledged by both the faculty member and supervisor and retained in the unit-level personnel file or GT-TRACS.

Having established teaching loads and workload is necessary for the designation of supplemental pay, discussed below, because only duties outside a faculty member's regular work duties are eligible for supplemental pay.

## Summer Pay

Faculty members on an academic year contract may earn compensation during the summer months (May through August) for work performed outside their AY contract appointment. In accordance with BOR Policy 8.3.1.2.3, total compensation for summer work may not exceed 33.33% of the faculty member's Institutional Base Pay (IBP) as of the end of the contract period of the previous academic year. This requirement ensures compliance with federal regulations [2 CFR §200.430(h)(5)] and USG guidelines. Consistent with BoR Procedures Manual Section 5.3.2.1, calculating the IBP includes the standard 9-month faculty salary and, if applicable, administrative stipend(s), but it excludes course overload pay, incentive pay, or other supplemental payments.

The 33.33% cap applies regardless of the funding source and encompasses compensation from grants, endowed positions, and dual appointments. Teaching during the Maymester is considered summer teaching and counts toward the 33.33% summer cap. Similarly, summer salaries for endowed chairs, faculty with administrative appointments, and faculty with dual employment agreements are subject to this limit. The 33.33% cap does not cover relocation assistance, housing allowances, or incentive/award payments.

If a faculty member is receiving grant-funded summer salary, they must reduce that effort if additional summer assignments are taken to ensure total compensation does not exceed 33.33% of IBP.

All summer assignments must be documented, reviewed, and retained to ensure that total summer earnings do not exceed the 33.33% cap through GT-TRACS, as verified by either a signed offer letter or the Summer

Pay Form. Each agreement must specify the nature of the work, the compensation amount, and the funding source. Additionally, it must be signed by both the faculty member and their supervisor (e.g., School Chair or Associate Dean).

Summer teaching or coordination for another Georgia Tech department or unit must also adhere to the Procedures for Interdepartmental Offers and receive prior approval from the home unit. All documentation must be reviewed to ensure that total summer earnings do not exceed the 33.33% cap and retained in GT-TRACS. Any changes to assignments or funding must be reflected in an updated and re-approved agreement, also documented in GT-TRACS.

An exception applies only in cases where a faculty member is assigned new administrative duties to be performed solely during the summer months (and not having been performed during any part of the previous academic year, nor to be performed during any part of the subsequent academic year). Compensation for these new summer-only administrative roles is not subject to the 33.33% cap.

## Course Overload Pay

A course overload occurs when an instructional faculty member teaches more courses than is defined as standard by their academic year contract. To qualify for an overload, the faculty member cannot have any course buy-outs for the contract period. USG policy requires that the unit first review and, when possible, adjust the faculty member's workload as defined in offer letters and/or other formal documentation. When a workload adjustment is not possible, an overload is permitted, resulting in the associated supplemental pay. When that is the case, units must use the Georgia Tech Teaching Overload Request Form to request approval, which must be received and approved in GT-TRACS before the start of the teaching assignment.

## Supplemental Pay

Certain tasks go beyond a faculty member's foundational duties and may qualify for supplemental pay, provided these tasks meet specific criteria. To be eligible as supplemental duties to the regular faculty workload, these tasks: (1) must occur outside standard work hours or require the use of annual leave or a flextime agreement if conducted during standard work hours, and (2) must not overlap with their standard work duties.

Georgia Tech policy limits supplemental pay to 30% of a faculty member's Institutional Base Pay, annualized for faculty members on 9-month contracts (see calculation method described below). Should supplemental pay exceed the 30% cap due to exceptional circumstances, units must provide additional justification and obtain prior approval using the process described below.

All supplemental pay requests must be made, approved, and documented following the Guidelines for Interdepartmental Offers. This guidance document addresses supplemental pay requests across different units. When a supplemental pay request originates within the faculty member's home unit, all efforts should be made to ensure it meets the same review, approval, and documentation standards.

Any faculty member on full leave of absence is eligible to receive supplemental pay, provided they receive and document supervisory approval for an adjusted workload. Faculty members on partial leaves of absence are not eligible for supplemental pay; instead, the partial commitment to Tech should be recalculated to account for the intended additional duties.

Part-time faculty are not eligible for supplemental pay; instead, a part-time faculty member's FTE should be modified to accommodate any supplemental duties.

### *Calculating Compensation Limits for Supplemental Pay*

To calculate the 30% limit based on Institutional Base Pay:

- For faculty on academic year contracts, use (AY salary rate * 1.333) + (any administrative stipends).
- For faculty on fiscal year contracts, use (FY salary rate) + (any administrative stipends).

Faculty members cannot earn more than 30% of this calculated limit in supplemental pay in a single fiscal year unless meeting exception requirements defined in the Faculty Summer and Supplemental Pay policy.

### *Exceptions to Supplemental Pay Cap*

Exceptions to the 30% supplemental pay cap are only possible for specific academic programs that generate significant growth and revenue for Georgia Tech. Such exceptions are limited to the following programs: Executive MBA, Professional Master's, and Online Master's. Teaching assignments in these programs fall outside the core academic program and are classified as non-standard instructional duties. As with all supplemental pay, these assignments should adhere to the Guidance on Academic and Research Faculty Appointments, Procedures for Interdepartmental Offers, and be documented and approved before the start of the assignment.

Any commitment that results in supplemental pay exceeding 30% of the faculty member's IBP within the fiscal year must receive documented approval, preferably before the start of the academic year. If the commitment occurs after the start of the academic year, approval and documentation should be obtained immediately upon initiation of the agreement. Justification for exceeding the 30% cap by between 31% and 59% must be provided, and approval must be obtained from the Dean or Vice Provost, depending on the faculty member's home unit. Justification for exceeding the cap by 60% or more must be provided, and approval must be obtained from the Provost or the appropriate Vice President, depending on the faculty member's home unit. All such documentation, including approvals, must be retained in the faculty member's unit-level personnel file and/or GT-TRACS file.

Exception requests are to be entered into the supplemental pay tracking system and submitted annually to the Office of the Provost for programmatic approval, regardless of the pay source or instructional unit.

Any supplemental pay exceeding 60% of the faculty member's IBP must complete the following steps:

1. Submit the Workload Management Form.
2. Obtain documented approval from the faculty member's direct supervisor (e.g., School Chair, Unit Head, or Associate Dean).
3. Sign an agreement specifying teaching responsibilities, compensation terms, duration of commitment, and confirmation of no conflicts with primary duties.
4. Maintain all the above and any other associated documentation in the faculty member's unit-level personnel file and/or GT-TRACS file.

## Temporary Assignments and Acting/Interim Titles

Occasionally, Georgia Tech faculty members might need to take on additional or different responsibilities. Extra compensation may be appropriate in specific cases, especially when the temporary duties are of a higher level or last for a longer period. A supervisor requesting approval for a temporary assignment or an acting/interim title must submit a "Change in Appointment" GT-TRACS package, which includes an offer letter outlining the new work duties, the duration of the appointment, and any additional pay. The offer letter must also confirm that the faculty member will resume their duties at the end of the temporary or interim role and return to their previous salary, adjusted for any salary increases that occur in the meantime, such as merit.

# Frequently Asked Questions

### *May I receive supplemental pay for services performed outside my normal working hours for Georgia Tech affiliates that are separate 501(c)(3) organizations, such as the Athletic Association?*

Yes, faculty and staff may work outside their regular working hours for Georgia Tech affiliates, such as the Athletic Association, and receive compensation for those services. This type of compensation is generally considered a form of "moonlighting" and is allowable, not counting towards the 30% threshold.

### *Are there exceptions to the two criteria with regard to qualifying for supplemental pay?*

There are a few situations where supplemental pay is allowable even though the two criteria above have not been met. For example, some academic programs are permitted to compensate faculty for instruction, even if the faculty member is also performing additional duties for their department. Examples include the Executive MBA, Evening MBA, GTPE Professional Master's, and the Online Master's in Science programs. Refer to the Faculty Overload & Compensation Policy for more information.

### *Can I perform work for another Georgia Tech department and receive extra compensation if the funding source is a non-Georgia Tech funding source, such as the Georgia Tech Foundation?*

Only if the three criteria mentioned above are met. The funding source is not typically a determining factor in whether extra compensation is allowable.

### *Do retirees classified as "Retired but Working" qualify for extra compensation?*

By definition, Retired But Working (RBW) employees are part-time, and their pay rates should be established and approved based on the specific duties to be performed during the stated period. For this reason, RBW employees are not eligible for supplemental compensation. For additional information about RBW reemployment, please visit the Retirees reference data on the GTHR website at: http://ohr.gatech.edu/employment/hiringtalent/retirees.