

University of Richmond

Guidelines for Payment of Faculty Compensation

Effective 07/01/2017

The following provides general categories for recording compensation for faculty at the University of Richmond, identifies which office has signature authority for that respective payment, and includes guidelines related to supporting documentation¹. Utilizing these account numbers and earn codes will enable accurate reporting from the University's system of record.

Regular Compensation

Faculty Salary FT (Account 6211 - Earn Code Not Required):

Description: includes full-time teaching activities (9-month term) of tenured and tenure-track faculty, directors and clinical faculty, and full-time visiting/term faculty, or while teaching full-time with a less-than 9-month, benefits-eligible, appointment.

Signature Authority: Dean

Documentation: [New Hire - Faculty Personnel Action Form \(PAF\)](#) and fully executed Appointment Letter

Faculty Salary PT (Account 6212 - Earn Code Not Required):

Description: includes part-time faculty activities (less than 9-month term). Typically consist of adjunct faculty and lecturers with less than a full teaching load. Not benefits-eligible

Signature Authority: Dean or designee

Documentation: [New Hire – Adjunct Faculty Personnel Action Form \(PAF\)](#) and fully executed Appointment Letter

Additional Compensation

Overload Teaching (Account 6213 - Earn Code "OVL"):

Description: includes compensation for teaching outside the regular 9-month term and customary 2:3 load. This includes overload (beyond 2:3 load during regular term), summer school, teaching non-degree programs (ABJL)

Signature Authority: Dean

Documentation: [Faculty Additional Compensation PAF](#) and supporting documentation (email agreement, appointment letter, etc.)

¹ Documentation originates from the office with signature authority and is provided to HR. Consistent with the University's document retention policy, each Dean's Office is responsible for retaining faculty HR records.

Summer Research (Account 6213 - Earn Code “RES”):

Description: includes compensation for summer research. These awards follow a defined internal (School) process

Signature Authority: Dean

Documentation: [Faculty Additional Compensation PAF](#)

Chair / Administrative Service (Account 6213 - Earn Code “CAS”):

Description: includes compensation for administrative service beyond teaching. Administrative Service includes leading a program, academic center, department chair, or associate deanship. These payments are governed by a formal term appointment/agreement.

Signature Authority: Dean

Documentation: [Faculty Additional Compensation PAF](#) and Appointment/Agreement Letter

Student Advising (Account 6213 - Earn Code “SAD”):

Description: includes compensation for advising and student-development activities. These payments do not require a formal appointment, and include activities like summer advising, Westhampton College/Richmond College fellows

Signature Authority: Director of Originating Department

Documentation: [Faculty Additional Compensation PAF](#)

Miscellaneous (Account 6213 - Earn Code “MSC”):

Description: includes payments not categorized above, including speaking stipends, program facilitator, honorarium, etc.

Signature Authority: Director of Originating Department

Documentation: [Faculty Additional Compensation PAF](#) (with copy to corresponding Dean’s office)

Faculty Additional Compensation Documentation and Approval Matrix

Description	Overload Teaching	Summer Research	Chair / Admin Service	Student Advising	Miscellaneous
Earn Code	OVL	RES	CAS	SAD	MSC
Signature Authority	Dean	Dean	Dean	Director of Originating Department	Director of Originating Department
Documentation ²	FAC-PAF and supporting documentation	FAC-PAF	FAC-PAF and Appointment Letter	FAC-PAF	FAC-PAF with copy to corresponding Dean

² (FAC-PAF) Faculty Additional Compensation Personnel Action Form