



## Summer Salary Guidelines for Boulder Campus

### 1. Purpose

The purpose of these guidelines is to provide the information necessary to understand and apply the summer salary rules for academic year (AY) faculty.

### 2. Overview

For academic year appointed faculty, [campus guidelines allow](#) for the maximum of an additional 3/9<sup>th</sup>s of that person's Institutional Base Salary (IBS) to be earned for summer work during the summer months<sup>1</sup>, including summer teaching, scholarly and creative work pay in any proportion, administrative appointments, etc. Federal regulations state that the allowable rate of pay for summer research effort is based on the IBS, and the maximum that can be earned from federally funded awards in any one month, including the academic year, should not exceed 1/9<sup>th</sup> of the IBS. For the majority of faculty, their summer research salary will be calculated from an IBS composed only of their academic year appointment base salary; however, when the faculty member has an administrative and/or endowed appointment, their summer research salary will be only a portion of their total IBS salary.

The IBS for CU Boulder includes faculty academic year base salary, and any academic year compensation earned from separate and distinct administrative appointments and/or endowed professor or endowed chair appointments. The IBS does not include overload teaching, additional one-time compensation, continuing education appointments, monetary awards, compensation earned for services performed external to the University, administrative salary paid during the summer months, or endowed professor or endowed chair stipends paid during the summer months.

These summer salary campus guidelines and Federal rules apply to AY faculty but do not apply to faculty paid on a fiscal year 12-month appointment or to other CU Boulder employment classifications, including but not limited to, full-time University Officers, Research Faculty positions, and other temporary or supplemental faculty teaching positions.

- A. Compensation earned during the summer months from the following activities is subject to the 3/9<sup>th</sup>s salary limit:**
- Compensation for summer teaching, including Maymester, Augmester, and Continuing Education
  - Summer research compensation
  - Administrative compensation such as department chairs, associate chairs, faculty directors, etc. (see Section 1.D. below for a list of job codes affected by this)
  - Endowed Professorships and Endowed Chairs
  - All compensation not specifically stated above that requires expending effort on the part of the faculty member for university related duties
- B. The following summer compensation is exempt from the 3/9<sup>th</sup>s salary limit:**
- LEAP or other training sessions that include a payment for attendance or participation
  - Faculty Teaching Excellence Program (FTEP) summer payments
  - Compensation earned from entities not associated with the University for consulting services performed during the summer months
  - Endowed Fellowships
  - Salary earned for AY work

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<sup>1</sup> It is important to note that not all granting agencies allow the entire 3/9<sup>th</sup>s to be charged to the grant.

### C. Summer Teaching and Research Job Codes

Use of the Summer Teaching and Research job codes is for permanent active AY faculty receiving summer research and/or teaching compensation. More information on these job codes can be found in the [Summer Job Codes Guidance](#) document located in the Summer Resources section of the [Academic Resources web page](#). A list of job codes is provided in Appendix A of this document.

HCM workflow requires final approval from the Office of Human Resources on faculty appointments. Summer appointments should be entered as soon as possible to allow sufficient time for payroll transactions to be reviewed by the appropriate Dean's Office personnel before the approval moves to the Office of Human Resources.

## 3. Calculating Summer Pay

The summer salary guidelines and examples outlined in this section describe the technical aspects of applying the 3/9<sup>th</sup> rule to ensure compliance with federal and University policies and that the faculty member earns the maximum allowable summer salary. These guidelines are applicable to all units on campus that have academic year appointed faculty who teach or conduct summer research, and they must be consistently applied throughout the campus. Non-compliance places the University in jeopardy and could result in audit findings.

### Planning – 3/9<sup>th</sup>s Summer Calculator and Request Form

The 3/9<sup>th</sup>s Summer Calculator and Request Form (updated annually) is available online at <https://www.colorado.edu/academicaffairs/academic-resources>, to plan and calculate the appropriate summer salary as well as furnish detailed information regarding intended summer salary. The request form is used as follows:

- For faculty involved solely with summer teaching, the [Summer Salary Request Form](#) is not required.
- Faculty engaged in summer teaching plus research or research only are required to use the [Summer Salary Request Form](#).
- ALL appointments from ALL campuses must be included to allow the department chair/faculty director to determine that the 3/9<sup>th</sup>s limits are not exceeded.
- Summer semester months (May-August) span two different fiscal years.
- The 3/9<sup>th</sup> total is calculated from salary earned within one calendar year, which bridges two fiscal years, with possible compensation increases effective in January<sup>1</sup>.
- Some sponsors, such as the National Institutes of Health (NIH), limit salary rates. In cases where a faculty member's IBS exceeds a sponsor salary rate, the University may pay the difference from university funds. Salary charged to the sponsored project must be charged according to the sponsor's salary limit and aligned with effort performed.
- Academic year faculty do not accrue paid vacation leave; therefore, planned vacation time that reduces work week effort to less than 40 hours cannot be charged to scholarly and creative work projects.
- Faculty may be able to take sick leave and charge sick leave to sponsored projects during the summer ([APS 5062: Leave](#)). Cases where sick leave charged to a sponsored project may be permitted include when faculty members receive approval for sick leave and:
  - Have a proposed work plan (included in the original proposal) that included summer work on the sponsored project;
  - Have a summer appointment that includes work on a sponsored project;
  - Charge a "fair share" of continuous sick leave to the project according to the percent of summer work time allocated to the sponsored project (e.g., faculty member anticipated to work 50% of June on a sponsored project, no more than 50% of sick leave can be charged to the sponsored project);
- Faculty may use the FAML benefit in combination with other sick leave pay resources.
- Faculty may be able to take sick leave for summer teaching if there was a reasonable expectation

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<sup>1</sup> Beginning in calendar year 2025, the 3/9<sup>th</sup>s limit is calculated within a single calendar year. Prior to 2025, the 3/9<sup>th</sup>s limit was calculated within a single fiscal year, which spanned two calendar years. The change was made to decrease the complexity of calculations with the change in merit increases for faculty to January of each year.

of a summer appointment.

### Example Summer Salary Calculations

#### Example A: IBS for Faculty with AY Administrative Position

Professor X's academic year salary is \$72,000. They teach one overload class in the fall for \$5,000 and are the Associate Chair of their department, which pays 2.5% of their academic year salary, or \$1,800 ( $\$72,000 \times 2.5\%$ ) for a 9-month AY appointment. The total IBS for the academic year is \$73,800 (which includes a January merit increase); compensation earned for the overload appointment is not included in the IBS. The maximum they can earn during the summer months is \$24,600 ( $\$72,000 + \$1,800 / 9 \text{ months} = \$8,200 \times 3 \text{ months}$ ), but only \$24,000 of that amount can be earned from research activities (See Section III.B. of the [Institutional Base Salary Policy](#) for details). NOTE: While the Associate Chair salary is not paid in the summer, other activities could potentially generate earnings to the full 3/9<sup>ths</sup> of the IBS.

	Prof Salary (Academic Year Base Salary)	Overload Class	Associate Chair (9 mos AY)	IBS
AY	\$72,000	\$5,000	\$1,800	\$73,800
Max summer earnings	\$0	\$0	\$0	\$24,600 (= \$73,800/9*3)
Max summer research earnings	\$24,000 (= \$72,000/9*3)	\$0	\$0	n/a

#### Example B: Faculty with AY Administrative Position doing Summer Teaching and Research

In a different summer, Professor X has the same earnings as in Example A and also earns \$4,000 for teaching a Term B summer session class and an additional \$4,000 for teaching a Maymester class, or a total of \$8,000 for summer teaching. Since the 3/9<sup>ths</sup> of IBS limit for Professor X is \$24,600, they can be paid an additional \$16,600 ( $\$24,600 - \$4,000 - \$4,000 = \$16,600$ ) from their grant to earn the full IBS because they have not exceeded the maximum \$24,000 limit that can be charged for research work.

	Prof Salary (Academic Year Base)	Overload Class	Associate Chair (9 mos AY)	Summer Teaching	IBS
AY	\$72,000	\$5,000	\$1,800	\$0	\$73,800
Max summer earnings	\$16,600	\$0	\$0	\$8,000	\$24,600 (= \$73,800/9*3)
Max summer research earnings	\$24,000 (= \$72,000/9*3)	n/a	n/a	n/a	n/a

Faculty members serving as chair or faculty director earn 1/12<sup>th</sup> of the approved administrative salary each month that they serve in these capacities. The entire administrative salary cannot be paid during the 9-month academic year period as doing so violates a State Fiscal rule that prohibits salary from being paid before it is earned. Therefore, summer salary for those faculty with 12-month administrative appointments will be charged to the administrative pay source, and the remainder, up to the maximum 1/9<sup>th</sup> or 3/9<sup>th</sup> IBS amount, can be charged to research and/or teaching pay sources.

#### Example C: Faculty with 12 Month Administrative Position

Professor Y's academic year salary is \$108,000. They are the Chair of their department, a 12-month administrative position, which pays 21% of their academic year salary, or \$22,680 ( $\$108,000 \times 21\%$ ). The total IBS for the academic year is \$125,010 ( $\$108,000 + (\$22,680 \times 75\%)$ ) and includes a January merit increase. The maximum they can earn during the summer months is \$41,670 ( $\$108,000 / 9 + \$17,010 / 9 = \$13,890 \times 3$ ). The monthly compensation earned for the chair stipend during the summer (\$1,890) is part of the 3/9<sup>ths</sup> of IBS

summer salary limit, so the maximum monthly available for charging to sponsored projects is \$12,000 (\$13,890 - \$1,890) per month.

	Prof Salary (Academic Year Base Salary) (A)	Department Chair (12 mos CY appt) (B)	IBS (A+B)	Allowable Summer Earnings (A+B)
AY	\$108,000	\$17,010 (=\$108,000*.21)/12*9	\$125,010	n/a
Max summer earnings	\$36,000 (=\$108,000/9*3)	\$5,670 (=\$17,010/9*3)		\$41,670 (=\$125,010/9*3)
Max summer research earnings	\$36,000 (=\$108,000/9*3)	\$0		\$36,000 (=\$108,000/9*3)

#### Example D: Faculty with NIH Grants

Professor Z's academic year salary is \$180,000 or \$20,000 per month and \$240,000 calculated for 12 months. Dr. Z has no other appointments, so their IBS is the same as their academic year salary. Dr. Z has three NIH grants and one National Science Foundation (NSF) grant, which all include summer salary. In 2026, the NIH salary cap is \$228,000 for a 12-month salary, or \$19,000 per month, such that Dr. Z's IBS rate exceeds the NIH salary cap rate. Dr. Z's summer salary on the NIH grant must be charged according to the NIH rate with university funds making up the difference. Dr. Z's salary charged to NIH awards is limited to their summer effort percentage multiplied by the NIH salary cap rate (% effort \* \$19,000). Calculations done any other way will result in incorrect salary amounts or percent of effort. Salary charged to the NSF grant may be charged according to Dr. Z's IBS rate.

	% Effort of 3 Months (A)	Salary Amount Based on NIH Cap (B) = (A * \$19,000 * 3)	Salary Charged to Sponsor	Prof Salary Based on IBS (C) = (A * \$20,000 * 3)	Summer Salary from CU Funds (C - B)
NIH Project 1	25.00%	\$14,250.00	\$14,250.00	\$15,000.00	\$750.00
NIH Project 2	30.00%	\$17,100.00	\$17,100.00	\$18,000.00	\$900.00
NIH Project 3	20.00%	\$11,400.00	\$11,400.00	\$12,000.00	\$600.00
NSF Project	20.00%	N/A	\$12,000.00	\$12,000.00	\$0.00
<b>Total</b>	95.00%	\$42,750.00	\$54,750.00	\$57,000.00	\$2,250.00

Note: While NSF does not cap salary rate, NSF does cap summer salary to 2 months. See [NSF Two-Month Salary Rule for Project Senior Personnel](#).

#### Begin and End Dates for Calculating the 3/9<sup>ths</sup> IBS Total

The 3/9<sup>ths</sup> limit is based on compensation earned in one calendar year (see the diagram below). Summer compensation earned mid-May through mid-August must be within the 3/9<sup>ths</sup> salary limit with no more than 1/9<sup>th</sup> earned in June and July (see exception below for teaching in section "Salary Rates for Summer Teaching").

This guidance document refers to the 3/9<sup>ths</sup> period as May, June, July and August within a single calendar year. The exact begin and end dates of the August summer session and the dates of the May summer sessions vary slightly based on the actual begin and end dates of any given academic year which are found in the Registrar's [Academic Calendar](#).

# New Current State



## Rate of Pay

Beginning in fiscal year 2022, per [Board of Regent Policy, Policy 11B: Faculty Salary 2.C.\(3\)](#), the Board of Regents approved a change in the merit review cycle such that increases to academic year salaries are reviewed in the fall and effective the first day of the calendar year. Therefore, the 3/9<sup>th</sup> limit is calculated based on the IBS rate in effect as of January of the calendar year. See FAQ 4 below for additional information.

## Salary Rates for Summer Teaching

The salary rates for summer teaching are set by the school/college based on faculty rank. In some situations, 1/9<sup>th</sup> of a junior faculty member's salary may be less than the summer rate. To limit the salary to 1/9<sup>th</sup> for these faculty members would prohibit the opportunity to teach in the summer session. In this situation, the 1/9<sup>th</sup> rule would not apply, if the faculty member is not doing any research during the month they are teaching the course. However, the 3/9<sup>th</sup> of IBS limit still applies.

### **Example D: Waiver for Faculty Who Only Teach in Summer**

*Professor Z's academic year salary, which is the same as their IBS, is \$60,000. Their 3/9<sup>th</sup> IBS limit is \$20,000, and their 1/9<sup>th</sup> limit is \$6,667. During the month of July 20xx, they want to teach a summer course where the posted salary is \$7,000; Term B in summer 20xx runs from 7/2/xx to 7/31/xx. Even though the salary exceeds their 1/9<sup>th</sup>, they can earn the entire \$7,000 as long as they are not paid for research during the month of July. However, they will need to reduce the amounts they can earn in August 20xx and June 20xy to stay in compliance with the 3/9<sup>th</sup> of IBS rule.*

### **Example E: Not Eligible for Waiver**

*Professor Y's academic year salary, the same as their IBS, is \$97,000. Their 3/9<sup>th</sup> IBS limit is \$32,333 and their 1/9<sup>th</sup> limit is \$10,778. They would like to teach two summer courses in July 20xx (Term B), which pay \$9,700 per course; they have no plans to conduct research during the summer. Earning \$19,400 in a*

month exceeds the 1/9<sup>th</sup> limit, so they would be in violation of the rules if they are allowed to teach the two courses, even though the compensation is derived solely from teaching. They do not qualify for the exception because the compensation for teaching one summer course is less than their 1/9<sup>th</sup> limit. In other words, they cannot exceed the 1/9<sup>th</sup> limit because 1/9<sup>th</sup> of their academic year salary (\$10,778) is not less than what they can earn teaching in the summer session course (\$9,700). If a faculty member has a unique, limited and exceptional circumstances that may merit a waiver of this 1/9<sup>th</sup> limit, such as when there is a strong curricular need for the teaching of a specific summer course, a written waiver may be requested from the Provost.

#### 4. Frequently Asked Questions

**Q 1:** My faculty member is teaching a class in Term B that pays \$4,000. They plan to supplement their salary with research grant funds. The class begins in mid-July and ends in mid-August. How can I determine how much salary is earned in each month to determine how much they can earn from their grant and also ensure they are in compliance with the 1/9<sup>th</sup> rule?

**A 1:** Please refer to the 3-9ths Summer Calculator and Request Form on the Academic Affairs Academic Resources webpage, <https://www.colorado.edu/academicaffairs/academic-resources>

**Q 2:** My faculty member wants to pay themselves an entire 1/9<sup>th</sup> from their research grant in August. Since summer session ends and the fall semester begins during that month, can I pay them for the entire month?

**A 2:** No, you will need to prorate their 1/9<sup>th</sup> salary based on the August summer dates. Please refer to the 3/9ths Summer Calculator and Request Form on the Academic Affairs Academic Resources webpage, <https://www.colorado.edu/academicaffairs/academic-resources>, to determine the appropriate limit.

**Q 3:** What if I have questions or run into issues with the IBS tool in HCM?

**A 3:** Please contact the HR Service Center to help with transactional assistance at [HRSC@colorado.edu](mailto:HRSC@colorado.edu); you may be referred to others regarding policy questions.

**Q 4:** Can a faculty member receive summer salary for work done on a sponsored project during the academic year?

**A 4:** No, a faculty member cannot receive summer salary for work done on a sponsored project during the academic year. Summer salary from sponsored programs must be for actual work performed on the sponsored program from which the funds are paid and must be paid for personal services performed during the period stipulated. In accordance with federal and University policy, “the salary and wage distribution must reflect how the employee actually spent his/her time and effort as reflected and certified on the electronic Personnel Effort Reports (ePER)” ([Campus Controller’s Office ePERs – Policy and Procedure](#)). This means that a faculty member cannot be paid in the summer for work done on a sponsored project during the previous 9-month academic year. In submitting summer effort reports, faculty members are certifying that the work was done in the summer as reported.

#### 5. History

Changes	Date	Approved By
Adopted		
Reviewed	4/16/2021	Denitta Ward
Minor wording changes, removal of reference to reporting summer effort on FRPA, updates to rate of pay based on change in merit review cycle from spring to fall and change from first day of each fiscal year to first day of calendar year for salary increase effective date, addition of FAQs 4 and 5	3/14/2022	Colisse Franklin
Change of application from only TTT faculty to all AY faculty, minor edits	4/1/2023	Massimo Ruzzene

Reviewed to ensure guidelines are consistent with change in faculty merit cycle, such that 3/9ths limit year changed from fiscal year to calendar year	03/01/2024	Massimo Ruzzene
Updated to include guidance on faculty sick time, NIH salary cap with new example, and job codes updated and moved to Appendix A.	06/19/2025	Massimo Ruzzene
Reviewed and updated with minor edits and new NIH salary cap calculation	02/10/2026	Massimo Ruzzene

## Appendix A: Job Codes

Use of the Summer Teaching and Research job codes is for permanent active AY faculty receiving summer research and/or teaching compensation. More information on these job codes can be found in the [Summer Job Codes Guidance](#) document located in the Summer Resources section of the [Academic Resources web page](#).

### Summer Research Job Codes

- 1100SR: Distinguished Professors – Summer Research
- 1101SR: Professor – Summer Research
- 1102SR: Associate Professor – Summer Research
- 1103SR: Assistant Professor – Summer Research
- 1107SR: Teaching Professor – Summer Research
- 1108SR: Associate Teaching Professor – Summer Research
- 1109SR: Assistant Teaching Professor – Summer Research
- 1449SR: Artist in Residence – Summer Research
- 1442SR: Scholar in Residence – Summer Research

### Summer Teaching Job Codes

- 1100ST: Distinguished Professor – Summer Teaching
- 1101ST: Professor – Summer Teaching
- 1102ST: Associate Professor – Summer Teaching
- 1103ST: Assistant Professor – Summer Teaching
- 1107ST: Teaching Professor – Summer Teaching
- 1108ST: Associate Teaching Professor – Summer Teaching
- 1109ST: Assistant Teaching Professor – Summer Teaching
- 1449ST: Artist in Residence – Summer Teaching
- 1442ST: Scholar in Residence – Summer Teaching

### Administrative Job Codes

- 1428: Assoc Dean-Faculty
- 1429: Asst Dean-Faculty
- 1433: Director-Faculty
- 1434: Assoc Director-Faculty
- 1435: Chair
- 1436: Assoc Chair
- 1446: Director-Institute
- 1450: Endowed or Named Professor
- 1451: Endowed Chair

### Faculty Fellow Job Codes\*

- 1100FF: Distinguished Professor – Faculty Fellow
- 1101FF: Professor – Faculty Fellow
- 1102FF: Associate Professor – Faculty Fellow
- 1103FF: Assistant Professor – Faculty Fellow
- 1107FF: Teaching Professor – Faculty Fellow

- 1108FF: Associate Teaching Professor – Faculty Fellow
- 1109FF: Assistant Teaching Professor – Faculty Fellow
- 1439: Faculty Fellow

*\* For recognition of additional work such as course development, external fellowships paid through the university, or other assignments or duties that are not summer teaching, summer research or course overload. This job code is limited for use as an additional appointment for faculty members with a primary appointment (or combination of appointments). The primary appointment(s) must be active, regular (permanent) with at least 20 Standard Hours.*

*\*1439 can function as a primary 9 or 12 month appointment.*