



# University of Colorado **Boulder**

## Summer Salary Guidelines for Boulder Campus Spring 2023

### 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>ths</sup> 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, continuing education appointments, monetary awards, compensation earned for services performed external to the University, administrative salary paid during the summer months, and 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 non-tenure track teaching positions.

- A. Compensation earned during the summer months from the following activities is subject to the 3/9<sup>ths</sup> 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>ths</sup> salary limit:**
- LEAP or other training sessions that include a payment for attendance
  - 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

---

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

### C. Summer Teaching and Research Job Codes

Please note that use of the new 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 on the Summer Resources section of the [Academic Resources web page](#).

HCM workflow requires final approval from Faculty Affairs 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 ePAR approval moves to Faculty Affairs.

- 11000R: Distinguished Professors – Summer Research or other
- 11010R: Professor – Summer Research or other
- 11020R: Associate Professor – Summer Research or other
- 11030R: Assistant Professor – Summer Research or other
- 11040R: Senior Instructor – Summer Research or other
- 11050R: Instructor – Summer Research or other
- 14490R: Artist in Residence – Summer Research or other
- 14420R: Scholar in Residence – Summer Research or other
  
- 11000T: Distinguished Professor – Summer Teaching
- 11010T: Professor – Summer Teaching
- 11020T: Associate Professor – Summer Teaching
- 11030T: Assistant Professor – Summer Teaching
- 11040T: Senior Instructor – Summer Teaching
- 11050T: Instructor – Summer Teaching
- 14490T: Artist in Residence – Summer Teaching
- 14420T: Scholar in Residence – Summer Teaching

### D. 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

## 3. Calculating Summer Pay

The summer salary guidelines and examples outlined in this section describe the technical aspects of applying the 3/9<sup>ths</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

Summer semester months (May-August) span two different fiscal years. The 3/9<sup>th</sup> total is calculated from salary earned within one fiscal year, which bridges two calendar years. As such, faculty should carefully plan how they intend to earn their summer compensation. Please use the 3-9ths Summer Calculator and Request Form (2023 edition) found at <https://www.colorado.edu/academicaffairs/academic-resources> to help plan and calculate the appropriate summer salary.

Note that for faculty involved solely with summer teaching, the [Summer Salary Request Form](#) is not required. Faculty who are engaged in summer teaching plus research or research only are required to use the [Summer Salary Request Form](#) to furnish detailed information regarding their intended summer salary. ALL appointments from ALL campuses must be included to allow the department chair/faculty director to determine that the 3/9<sup>ths</sup> limits are not exceeded.

**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; compensation earned for the overload appointment is not included in the IBS. The maximum they can earn during the summer months is \$24,600 ( $\$72,000 + \$1,800 / 9 = \$8,200 \times 3$ ), 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 Salary)	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 they serve in these capacities. The entire administrative salary cannot be paid out 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 ( $\$108,000 + (\$22,680 \times 75\%)$ ). 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.

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

**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 during two different calendar years but one fiscal year: July 1 – mid-August of one calendar year and the Monday after the academic year commencement through June 30 of the following calendar year. Summer compensation earned in one calendar year must be added to compensation from the following calendar year to stay within the 3/9<sup>ths</sup> limit (see the diagram below). It is important to remember that the final 1/9<sup>th</sup> academic year payment received in the May pay period does not count towards the 3/9<sup>ths</sup> limit because the effort related to this payment was expended prior to the start of the summer session.



This guidance document refers to the 3/9<sup>th</sup>s period as July, August, May, and June and uses a typical fiscal year identified as 20xx – 20xy. 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](#).

### 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>s limit is calculated based on two institutional base salary rates: 1) the rate in effect from the previous calendar year for July and August and 2) the rate in effect for the current calendar year for May and June, taking in to account any merit raise given in January. 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, as long as the faculty member is not doing any research during the month they are teaching the course. However, the 3/9<sup>th</sup>s 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>s 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>s 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>ths</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:** What is the institutional base salary (IBS) for the fiscal year if a faculty member received a merit increase half way through the fiscal year in January?

**A 4:** For faculty members who receive a merit increase in January, the IBS for the fiscal year is a combination of two IBS rates, the rate in effect for the previous calendar year and the rate in effect for the current calendar year. For the purposes of calculating summer salary, use the rate in effect for each summer month.

Example for fiscal year 2022:

July-December 2021 IBS: \$95,000

January-June 2022 IBS: \$97,850

The 1/9<sup>th</sup> limit for individual months is based on the IBS at the time of that month. For the above example:

1/9<sup>th</sup> limit for July 2021 =  $\$95,000/9 = \$10,559$

1/9<sup>th</sup> limit for June 2021 =  $\$96,425/9 = \$10,872$

1/9<sup>th</sup> limit for May and August will depend on the number of working days in each month. See the Summer Salary Calculator for assistance with calculating.

The above calculations are based on the Uniform Guidance requirement that compensation be consistent with that paid for similar work in other activities of the non-Federal entity ([§ 200.430\(b\)](#)). For the 3/9<sup>th</sup> and 1/9<sup>th</sup> calculation, this means that a faculty member cannot be paid at a higher rate than what they would

earn in any other month with the same IBS at that time (eg, if the IBS is the same for July-December, those months must carry the same IBS rate for each month even if the IBS for the fiscal year increases in January).

**Q 5:** Can a faculty member receive summer salary for work done on a sponsored project during the academic year?

**A 5:** 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 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 