Faculty Overload Policy

Policy/Procedure

PURPOSE:
To describe the terms and conditions regarding the allowability of “overload salary” for faculty, staff and employees who are conducting sponsored research during the academic year, when such salary would represent an “overload” i.e. in excess of 100% effort during their contracted academic year pay period.

POLICY:
1) Dickinson’s policy is stated in the Faculty Handbook and is reproduced here for the sake of completeness. If there are any variations between the text below and that stated in the current version of the Faculty Handbook, (Chapter 7, Section VI.) the Faculty Handbook shall be the ruling document.

   Extra-College Employment
   Appointment as a full-time faculty member at the College presumes that employment for remuneration outside of the College, during the academic year, shall not be undertaken without the prior approval of the chair of the person’s department and the Dean of the College. Lectures, consultancies, and other professional activities of limited duration are exempted from this need for approval.

2) Dickinson abides by NSF and other federal policies regarding faculty members consulting on Dickinson projects. Dickinson faculty may not serve as outside subcontracted consultants on federal or other external grants for which Dickinson is the sponsoring agent and/or grantee. Dickinson faculty members of a particular profession or those who possess a special skill necessary for the successful completion of the project e.g. internal evaluators, shall be considered a normal part of the project team, and not external consultants.

3) Allowable Costs: The allowability of costs and cost allocation methods for work performed under a federal grant shall be determined in accordance with the applicable federal cost principles and the terms and conditions of the grant award. OMB Uniform Guidance 2 CFR 200.430 sets forth the federal cost principles that apply to specifically to compensation (see 2 CFR 200.430(h)(2).

   "(2) Salary basis. Charges for work performed on Federal awards by faculty members during the academic year are allowable at the IBS rate. Except as noted in paragraph (h)(1)(ii) of this section, in no event will charges to Federal awards, irrespective of the basis of computation, exceed the proportionate share of the IBS for that period. This principle applies to all members of faculty at an institution. IBS is defined as the annual compensation paid by an IHE for an
individual's appointment, whether that individual's time is spent on research, instruction, administration, or other activities. IBS excludes any income that an individual earns outside of duties performed for the IHE. Unless there is prior approval by the Federal awarding agency, charges of a faculty member's salary to a Federal award must not exceed the proportionate share of the IBS for the period during which the faculty member worked on the award."

Note: All Dickinson faculty are paid under a nine month academic year institutional base salary (IBS), paid over 12 months.

4) Summer stipends on federal grants are set at 1/9th per month for a maximum of not more than 2 months, unless there is prior approval by the federal awarding agency.

5) If there is any conflict between items 2, 3, and 4 (above) regarding compensation under federal grants, 2 CFR 200.430 will be the ruling guide.

Related Information

History/Revision Information

Responsible Division/Office: Sponsored Projects Group
Effective Date: 10/13/2011
Last Amended Date: 5/10/2017
Next Review Date:
Also Found In: Faculty Handbook