

## Policy for additional compensation for NTT faculty

The following guidelines will be followed when a department chair, principal investigator or other academic administrator recommends a non-tenure track (NTT) employee for a coadjutant appointment [or another compensated assignment](#) in addition to their full-time position. Please note that there can be many different kinds of NTT positions (instructors who only have teaching responsibilities are very different than research associates in a laboratory, etc.)

It will be the responsibility of the supervisor to justify to the Dean the reason for the additional assignment and include a clearly defined outline of the responsibilities this additional assignment will entail. [The Dean's written permission is required before the NTT faculty member can assume the additional assignment.](#) Because the range of coadjutant assignments is very broad and because it is also difficult to determine “normal work hours,” it will be necessary for the supervisor to ensure the following:

1. In the case of grant funded positions, that any stipulations noted by the specific granting agency be followed;
2. that the coadjutant appointment does not interfere with the primary position;
3. that clear records covering such matters as hours worked, fulfillment of responsibilities, and the management of any conflicts among multiple assignments, are kept that can be produced should there be an audit and that all supervisors know of the other position(s) so that they can be alert to less than 100% effort given on each position

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