



FACULTY ACTIVITY IN-EXCESS OF REGULAR JOB DUTIES

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1. Determination of Eligibility

- The department head of the faculty member will be responsible for the determination of whether an activity is eligible for supplemental compensation, in that it does not fall within the established responsibilities for the faculty member. Further, the department head will ensure the appropriate mode of compensation is selected and necessary reporting is captured relative to the activity involved.
- The determination of eligibility shall entail a review of the established responsibilities detailed in the faculty appointment letter(s). Note, upon hire the appointment letter details responsibilities, additions, or changes detailed within subsequent annual letters (*section 2.1 Written Terms of Employment, 12.01.99.M1 University Statement on Academic Freedom, Responsibility, Tenure, and Promotion*).
- The determination shall be consistent with any established teaching load, course buy-out, or other established payment policies within the department or college.
- Eligibility requires the faculty member to be in good standing with respect to their existing responsibilities and department leadership shall ensure no interference with primary responsibilities and the capacity to execute the excess duties with high quality.
- Supplemental compensation is not intended as a bonus, financial incentive, or retention program.

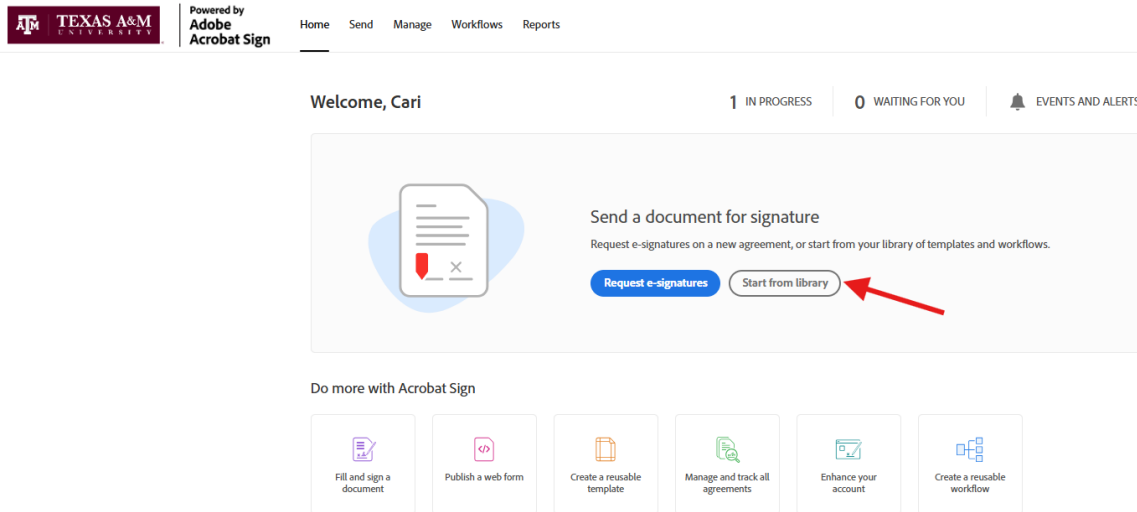
2. Transparency and Equity in Access to Supplemental Compensation Opportunities

- Departmental or college leadership will share supplemental compensation opportunities with all eligible faculty based on domain expertise and existing workload.
- The common supplemental compensation opportunities shall be standardized for rates of pay or ranges that allow for variation based on levels of qualification.
- Care shall be taken to ensure all qualified faculty meet teaching load expectations before providing supplemental compensation opportunities for a teaching need.

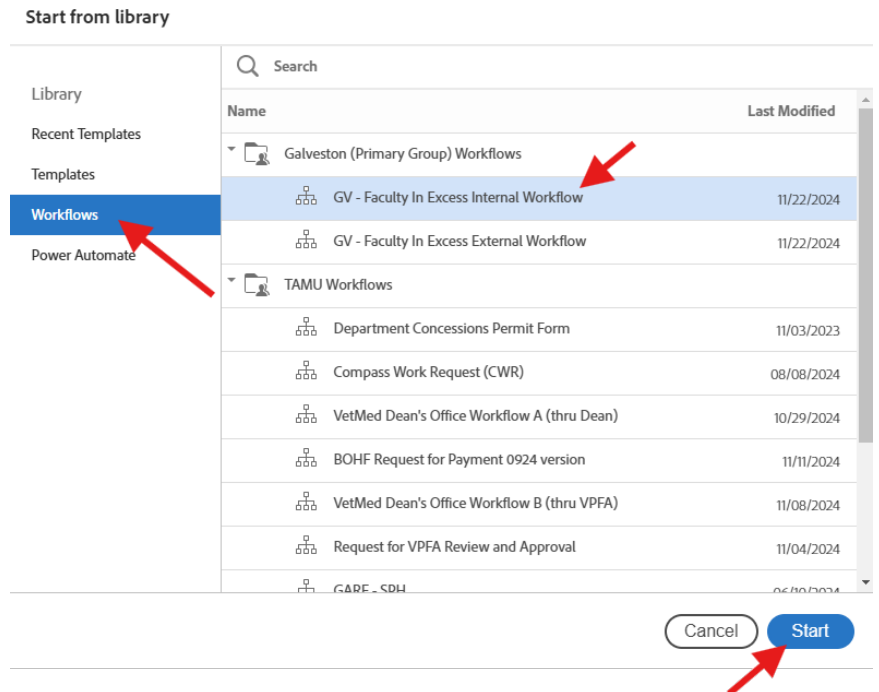
3. In-Excess Activity for Home Department (Internal)

When a College of Marine Sciences & Maritime Studies faculty member needs to teach in-excess of 100% or perform another activity for their home department for which supplemental compensation will be paid, a Faculty In-Excess Payment Decision Key and Request Form needs to be completed by the home department's businessperson and routed for signatures using the Adobe Sign “**GV – Faculty In Excess Internal Workflow**”.

To begin, from the TAMU Adobe Sign home page, select “**Start from Library**”.



Next, select “**Workflows**” and from the *Galveston (Primary Group) Workflows* sub-menu, select “**GV – Faculty In Excess Internal Workflow**” then “**Start**”.



Enter the [TAMU email address](#) for the home department head and dulci@tamu.edu for the Dean Dr. Debbie Thomas. Be sure to check the box to set a reminder. It is recommended to use “every business day”, but this is at your discretion. You may also edit the accompanying message and add additional carbon copy email addresses, if needed. Note, the workflow is set to expire if not completed within 30 days.

If you preview & add Fields to this template signatures will be placed in order on the agreement.

GV - Faculty In Excess Internal Workflow

How this workflow works?

To pay a TAMUG faculty member to teach in excess within their own home department, the requesting department's businessperson should enter the signers' TAMU email addresses in the routing setup as follows:

Send from: Galveston (Primary Group) more ▾

Recipients

Department Head*

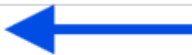
 Acrobat Sign

Dean*

 Acrobat Sign

CC | Hide


Cc



Document Name*

Message Template ▾

Message*




Options

Completion Deadline

Set Reminder

Files

Preview & Add Signature Fields



Click **Next** as the correct form is already attached.

- 14) Update faculty appointment, adjusting pay or responsibilities as appropriate.
- 15) Staff performing teaching/instruction refer to Staff Section of Special Situations page on Faculty Affairs Intranet.

Start

Faculty Name: * <input style="width: 90%;" type="text"/>	Faculty UIN: * <input style="width: 90%;" type="text"/>	Account Number for payment: * <input style="width: 90%;" type="text"/> Initial by Business Office: * <input style="width: 90%;" type="text"/>
Proposed Dates of In-Excess Activity From <input style="width: 90%;" type="text"/> Thru <input style="width: 90%;" type="text"/>	Payment Amount #12 Amount of Recurring Teaching In-Excess Allowance: <input style="width: 90%;" type="text"/> #13 Amount of One Time Payment: <input style="width: 90%;" type="text"/> #13 Appropriate Earning Code: <input style="width: 90%;" type="text"/> <small>Extra Pay Outside Regular Job Duty</small>	Brief Explanation of Proposed In-Excess Activity: * <input style="width: 90%; height: 80px;" type="text"/>
Signatures by <i>Department Head and Dean where in-excess activity occurring, if different:</i> Department Head: _____ Dean: _____		

By initialing, the supervisor for the faculty member certifies that these conditions have been reviewed and confirmed:
 _____ the additional work and/or the in-excess work can be delivered with high quality.
 _____ the supplemental compensation opportunity was shared, via a standard process established at the unit level, with all eligible faculty, based on domain expertise and existing workload.

Faculty Home Department Head Date

Faculty Home Dean or Designee Date

Once you have filled in all required fields, the “**Click to Send**” button will appear on the bottom right.



The form is now routing. Once both the department head and dean have signed, a copy of the form automatically routes to the Director for Academic Affairs for recordkeeping purposes and the HR Generalist IV – Hub 5 for further processing in Workday. The businessperson also receives a completed copy as the requestor.

4. In-Excess for Outside of Home Department (External)

When a College of Marine Sciences & Maritime Studies (MSMS) faculty member needs to teach in-excess of 100% or perform another activity for another MSMS department for which supplemental compensation will be paid, a Faculty In-Excess Payment Decision Key and Request Form needs to be completed by the requesting department’s businessperson and routed for signatures using the Adobe Sign “**GV – Faculty In Excess External Workflow**”. “External” means the activity is being performed outside of the faculty member’s home department, within the College of Marine Science & Maritime Studies.

Follow all the same steps above for an internal request ([section 3](#)) with the following differences.

Select the **GV – Faculty In Excess External Workflow**.

Start from library

The screenshot shows a sidebar with navigation options: Library, Recent Templates, Templates, Workflows (highlighted), and Power Automate. The main area displays a search bar and a table of workflows. The table has columns for Name and Last Modified. The 'GV - Faculty In Excess External Workflow' is highlighted with a red arrow. Below the table are 'Cancel' and 'Start' buttons.

Name	Last Modified
Galveston (Primary Group) Workflows	
GV - Faculty In Excess Internal Workflow	11/27/2024
GV - Faculty In Excess External Workflow	11/22/2024
TAMU Workflows	
Department Concessions Permit Form	11/03/2023
Compass Work Request (CWR)	08/08/2024
VetMed Dean's Office Workflow A (thru Dean)	10/29/2024
BOHF Request for Payment 0924 version	11/11/2024
VetMed Dean's Office Workflow B (thru VPFA)	11/08/2024
Request for VPFA Review and Approval	11/04/2024
GAPF SDH	06/03/2024

Add the 4 recipients who need to sign in order using their [TAMU email addresses](#).

- i. Requesting Department Head where in-excess activity will occur.
- ii. Requesting Dean where in-excess activity will occur: dulci@tamu.edu.
- iii. Faculty Home Department Head (with two initialed places).
- iv. Faculty Home Dean: dulci@tamu.edu

GV - Faculty In Excess External Workflow




How this workflow works?

To pay a TAMUG faculty member to teach in excess for another department/college, the requesting department's businessperson should enter the signers' TAMU email addresses in the routing setup as follows:




Send from: Galveston (Primary Group) more ▾

Recipients ?




Requesting Department Head*

Enter Requesting Department Head email   ▾ Acrobat Sign 




Requesting Dean*

Enter Requesting Dean email   ▾ Acrobat Sign 

Home Department Head*

Enter Home Department Head email   ▾ Acrobat Sign 

Home Dean*

Enter Home Dean email   ▾ Acrobat Sign 

CC | [Hide](#)

Cc

bishopca@tamug.edu × amanda.shirey@tamug.edu ×

Repeat the steps under the Internal workflow ([section 3](#)) to complete the form data fields and send for signature.

5. Faculty In-Excess for the TAMUG Office of Continuing Education

Follow the **GV – Faculty In-Excess External Workflow** steps (*found under [section 4](#) above*) to route the completed faculty in-excess form for signatures. The businessperson for the faculty member's home department will initiate the workflow and complete the form data fields.

Add the 4 recipients who need to sign in order using their [TAMU email addresses](#).

- i. Requesting Department Head (Director) where in-excess activity is occurring:
rotha@tamug.edu – Augusta Roth
- ii. Requesting Dean: dulci@tamug.edu – Debbie Thomas
- iii. Faculty Home Department Head (with two initialed places)
- iv. Faculty Home Dean: dulci@tamug.edu – Debbie Thomas

When completing the form, **do not change** the “*Extra Pay Outside of Regular Job Duty*” option to the “*Continuing Education*” option. The extra pay is for teaching outside of their regular job duty. The “*Continuing Education*” option is only used to reimburse faculty who have discipline-specific continuing education requirements to maintain their credentials.

6. TAMUG Staff In-Excess for the College of Marine Sciences & Maritime Studies

If a staff member is going to teach in-excess of 100% for a College of Marine Science & Maritime Studies' department, a part-time Visiting Lecturer appointment is required. The Department Head will work with the Director for Academic Affairs to obtain the faculty appointment through TAMU Faculty Affairs.

To get the staff member paid for the in-excess teaching activity, the requesting department's businessperson would follow the **GV – Faculty In Excess External Workflow** steps (*found under [section 4](#) above*) to route the completed faculty in-excess form for signatures.

Add the 4 recipients who need to sign in order using their [TAMU email addresses](#).

- i. Requesting MSMS Department Head where in-excess activity is occurring.
- ii. Requesting Dean (dulci@tamu.edu) – Debbie Thomas
- iii. Faculty Home Department Head: staff member's home Supervisor with two initialed places.
- iv. Faculty Home Dean: the appropriate TAMUG AVP/Director of the home Supervisor.

7. In-Excess for a Department Outside the College of Marine Sciences & Maritime Studies

When a College of Marine Sciences & Maritime Studies faculty member is asked to teach in-excess of 100% for another TAMU college or school, the applicable TAMU department is the “requesting department” and will initiate the Faculty In-Excess Decision Key and Payment Request form process on their end. Please be sure to advise your TAMU counterpart that to request Dr. Debbie Thomas' signature as home dean, send to dulci@tamu.edu.

8. Resources

Contact the Director for Academic Affairs if there are any questions at x4403 or bishopca@tamu.edu.

- [TAMU Faculty Affairs](#)
- [Faculty In Excess Decision Key and Payment Form](#)
- [Adobe Sign](#)