

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, <u>12.01.99.M1</u> 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 <u>home department's businessperson</u> and routed for signatures using the Adobe Sign **"GV – Faculty In Excess Internal Workflow"**.

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TEXAS A&M Adobe Acrobat Sign	Home Send Manage Workflows Reports	
	Welcome, Cari	1 IN PROGRESS 0 WAITING FOR YOU
		Send a document for signature Request e-signatures on a new agreement, or start from your library of templates and workflows. Request e-signatures
	Do more with Acrobat Sign	
	Fill and sign a document	Teate a reusable template

Start from library

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

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	Name	Last Modified
Recent Templates	Calveston (Primary Group) Workflows	
Workflows	GV - Faculty In Excess Internal Workflow	11/22/202
Power Automate	品 GV - Faculty In Excess External Workflow	11/22/202
	TAMU Workflows	
	品 Department Concessions Permit Form	11/03/202
	品 Compass Work Request (CWR)	08/08/202
	品 VetMed Dean's Office Workflow A (thru Dean)	10/29/202
	品 BOHF Request for Payment 0924 version	11/11/202
	品 VetMed Dean's Office Workflow B (thru VPFA)	11/08/202
	$\frac{\phi}{\delta \Delta \phi}$ Request for VPFA Review and Approval	11/04/202
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		Cancel Start

Enter the <u>TAMU email address</u> for the home department head and <u>dulci@tamu.edu</u> 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 signers' TAMU email addresses in the routing setup as follows:	department's businessperson sho	uld enter the	
Send from: Galveston (Primary Group)		more 🗸	
Recipients		0	
Department Head*			
👉 moserm@tamu.edu	🎭 🗸 Acrobat Sign	Ø	
Dean*			
👉 dulci@tamu.edu	🎰 🗸 Acrobat Sign	Ø	
CC bishopca@tamu.edu × amanda.shirey@tamu.edu ×	-		
Document Name* Message Template 🗸			
GV - Faculty In Excess Internal Workflow	Options	Ø	
Message *	Completion Deadline		
Please review and sign this in excess request form, if you approve.	12/27/2024 8:34 AM		
	Set Reminder		
Files	Every business day 🗙		
GV - Faculty In Excess T GV - Faculty In Excess Internal Internal Form * Form			
Preview & Add Signature Fields Next			

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

The form will open up, but you will not be able to complete the data fields until you select **"Send"** in the bottom right corner.

			0
Faculty Affairs Faculty In-Excess Payment Dev	ision Key and Request Form	RECIPIENTS	
		Melanie Moser (mo	ser v
College/School where In-Excess Activity occurs will complete & route form to faculty and/or Retention Efforts. Contact Faculty Affairs if you have any questions includin	home college/school if different. This process is NOT to be utilized for Equity g rare scenarios not addressed below.	(Signer)	
1) Does the activity fall outside unit workload standard(s) and the	responsibilities in the faculty (re)appointment?		
a) NoNo Supplemental Compensatio	a YesGo to 2	Signature Fields	~
2) Is the activity teaching?		Signature recos	
a) NoGo to 8	YesGo to 3		
3) Is the teaching for a credit-bearing TAMU course?		Signature	
a) NoGo to 4	YesGo to 9		
4) Is the teaching continuing education?	Vec Co to 11	Digital Signature	
a) No	Tes		
a) No. Go to 6	Yes Go to 11	Initials	
6) Is the teaching for an institution other than TAMI?		Simatura Block	
a) No. Go to 11	Yes Go to 7	Signature block	
7) Is the teaching a conflict of commitment?		Stamp	
a) No	College/School YesNot Allowed		
8) Is the activity service?	6		
a) NoConsult Faculty Affairs	YesGo to 11	Signer Info Fields	\sim
9) Will this assignment be likely to recur for the faculty member?			
 a) NoGo to 12 	YesGo to 10		
 Is the assignment permanent (for the foreseeable future; greater 	than 2 years)?	Data Fields	\sim
a) NoGo to 13 (If teaching for credit	. Go to 12) res		
 Will this assignment be likely to recur for the faculty member? 	Yes Go to 10		
a) No		More Fields	\sim
12) Provide a recurring allowance in Workday (using the Teaching in	Excess - Faculty earning code) for the period in which this is an		
additional responsibility. Complete & route this form. Once app	oved, provide the completed form to the faculty home department HR		
professional for processing. The approved form must be attached	d to the Request Compensation Change in Workday.	Transaction Fields	~
 Provide a one-time-payment (OTP) request in Workday with (a) 	ppropriate earning code). Complete and route this form. Once approved,		
provide the completed form to the faculty home department HR	professional for processing. The approved form must be attached to the		
One-Time Payment request in Workday.			
14) Update faculty appointment, adjusting pay or responsibilities	as appropriate.		
15) stajj perjorming teaching/instruction rejer to stajj section of sp	scial Situations page on Faculty Affairs Intranet.		
Faculty Name: Faculty UIN:	Account Number for payment: *		
* *			
	Initial by Business Office: *		
Proposed Dates of In-Excess Payment Amount	Brief Explanation of Proposed In-Excess Activity:		
Activity #12 Amount of Recurring	*		
* Teaching In-Excess Allowance:			
From	t		
#13 Amount of One Time Daym	ant		
Thm	2110		
#13 Appropriate Earning Code		Reset Fields	
"IS Appropriate Earling Code		Save as template	
Extra Pay Outside Regular Job Duty			
Signatures by Department Head and Dean where in-excess activi	ty occurring, if different:	Send	
- Statistics - Doburnan Prata and Dan Prates in Pratess dent		Con Deserve	
$\wedge \downarrow 1/1$		X Save Progress	

You will now be able to complete the data fields. Be sure to enter the correct payment type and amount based on the decision key questions because it is not marked as a required field to keep the flexibility to choose which payment type is needed.

Faculty Name: *	Faculty UIN: *	Account Number for payment: *
Proposed Dates of In-Excess Activity From *	Payment Amount #12 Amount of Recurring Teaching In-Excess Allowance: #13 Amount of One Time Payment #13 Appropriate Earning Code Extra Pay Outside Regular Job Duty	Brief Explanation of Proposed In-Excess Activ *
Signatures by <i>Department Head</i> Department Head:	d and Dean where in-excess activity o	ccurring, if different:
y initialing, the supervisor for th the additional work and/ the supplemental comper faculty, based on domain	he faculty member certifies that these or the in-excess work can be delivere nsation opportunity was shared, via a n expertise and existing workload.	conditions have been reviewed and confirmed: d with high quality. standard process established at the unit level, with

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

Thank you for prefilling this document	Click to Send

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 inexcess 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 <u>requesting department's businessperson</u> 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

	Q Search	
Library	Name	Last Modified
Recent Templates	Calveston (Primary Group) Workflows	
Workflows	$\frac{2}{555}$ GV - Faculty In Excess Internal Workflow	11/27/2024
Power Automate	🖧 GV - Faculty In Excess External Workflow	11/22/2024
	TAMU Workflows	
	$\frac{2}{565}$ Department Concessions Permit Form	11/03/2023
	$\frac{2}{562}$ Compass Work Request (CWR)	08/08/2024
	ੁੱਠੋਣ VetMed Dean's Office Workflow A (thru Dean)	10/29/2024
	ु BOHF Request for Payment 0924 version	11/11/2024
	ੁੱਛੋਟੇ VetMed Dean's Office Workflow B (thru VPFA)	11/08/2024
	$\frac{2}{565}$ Request for VPFA Review and Approval	11/04/2024
	CARE SOL	06/00/2024
	Cance	el Start

Add the 4 recipients who need to sign in order using their <u>TAMU email addresses</u>.

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

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			0
Requesting	g Department Head [*]		
ð	Enter Requesting Department Head email	💁 🗸 Acrobat Sign	Ø
Requesting	; Dean*		
Ì	Enter Requesting Dean email	💁 🗸 Acrobat Sign	Ø
Home Dep	artment Head*		
Ø	Enter Home Department Head email	💁 🗸 Acrobat Sign	Ø
Home Dea	n*		
Ċ	Enter Home Dean email	💁 🗸 Acrobat Sign	Ø
CC Hide			
Cc bishopc	a@tamu.edu × amanda.shirey@tamu.edu >		

Repeat the steps under the Internal workflow (<u>section 3</u>) 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 <u>section 4</u> 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@tamu.edu Augusta Roth
- ii. Requesting Dean: <u>dulci@tamu.edu</u> Debbie Thomas
- iii. Faculty Home Department Head (with two initialed places)
- iv. Faculty Home Dean: <u>dulci@tamu.edu</u> 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 <u>requesting department's</u> <u>businessperson</u> would follow the **GV – Faculty In Excess External Workflow** steps (found under <u>section 4</u> 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 <u>dulci@tamu.edu</u>.

8. Resources

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

- TAMU Faculty Affairs
- Faculty In Excess Decision Key and Payment Form
- Adobe Sign