

Policy Name: Faculty Summer and Supplemental Pay Policy

Policy Owner: Office of the Vice Provost for Faculty

Policy Contact: Dawn Baunach, Associate Vice Provost for Faculty

Reviewed By: Senior Director of the Office of Faculty Affairs, Vice Provost for Faculty, Senior Vice Provost for Academic and Business Operations, Policy Steering Committee

Policy Steering Committee Approval: Approved

Policy Purpose: The purpose of this policy is to establish criteria for approving, administering, and processing such forms of additional compensation for faculty members at Georgia Tech. This policy ensures compliance with the USG Supplemental Pay policy ([5.3.2.2](#)). In addition to their regular base pay, faculty members may be eligible for additional compensation, including supplemental and summer pay. Supplemental pay refers to the compensation provided to employees for performing duties outside their regular job responsibilities and work schedule. Summer pay denotes the compensation a faculty member on a 9-month (Academic Year or AY) contract may receive for performing duties during the summer outside of the AY contract period, in addition to the payment received for the 9-month contract.

Summary of Substantive Policy Elements:

- Establishes a new Institute policy governing when full-time, regular faculty may receive compensation beyond their regular appointment, including both Summer Pay and Supplemental Pay.
- Defines Teaching Load and Faculty Workload as the baseline for determining whether additional compensation is permissible, and requires those expectations and any approved changes or releases to be documented in offer letters, unit records, and/or GT-TRACS.
- Provides that faculty on 9-month appointments may earn Summer Pay for work performed from May through August outside the academic-year contract period, subject to a 33.33% cap on Institutional Base Pay, with Maymester teaching included in that cap and all summer assignments requiring documentation and institutional review.
- Explains that Course Overloads may be paid only after the unit first considers workload adjustments, that overloads are not permitted when the faculty member has course buyouts for the contract period, and that home-unit review, approval, documentation, and conflict-of-commitment monitoring are required.
- Limits Supplemental Pay to duties outside a faculty member's standard workload that occur outside normal work hours or with approved leave, sets a general annual cap of 30% of Institutional Base Pay, requires advance approval and documentation, and permits exceptions for certain high-revenue academic programs and other extraordinary circumstances through an additional approval process.



Georgia Institute of Technology

Faculty Summer and Supplemental Pay Policy

Policy No. TBD

Type of Policy: Administrative

Effective Date: February 1, 2026

Last Revised: New Policy

External Requirement for Review: N/A

Compliance Reporting: N/A

Policy Owner: Office of the Vice Provost for Faculty

Policy Contact: Dawn Baunach, Associate Vice Provost for Faculty

1. Reason for Policy

In addition to their regular base pay, faculty members may be eligible for additional forms of compensation, including Supplemental Pay and Summer Pay. Supplemental Pay refers to the compensation provided to employees for performing duties outside their regular job responsibilities and work schedule. Summer Pay denotes the compensation a faculty member on a 9-month (Academic Year or AY) contract may receive for performing duties during the summer outside of the AY contract period, in addition to the payment received for the 9-month contract.

The purpose of this policy is to establish criteria for approving, administering, and processing such forms of additional compensation for faculty members at Georgia Tech. This policy ensures compliance with the [USG Supplemental Pay Policy \(5.3.2.2\)](#).

2. Policy Statement

This policy outlines the requirements governing compensation beyond regular academic-year responsibilities for faculty members at Georgia Tech. It specifies eligibility criteria, compensation limits, documentation requirements, and compliance with Georgia Tech, University System of Georgia (USG), and state and federal regulations. The following topics are addressed:

- Teaching Loads
- Summer Pay
- Course Overloads
- Supplemental Pay

Any forms of Supplemental Pay not covered by this policy (e.g., temporary pay and interim pay) should adhere to the requirements outlined in Georgia Tech Human Resources (GTHR) and USG policies and procedures. Refer also to GT's [Supplemental Pay Matrix for Faculty](#).

Teaching Loads

Teaching Loads determine what constitutes a faculty member's regular instructional duties and, in turn, when additional compensation through Summer Pay or Supplemental Pay may be appropriate under Institute and USG policies. Expectations for Teaching Loads and any negotiated teaching releases must be clearly outlined in faculty offer letters and documented in the Institute's faculty appointment and records system (GT-TRACS). Course releases may include those granted for the duration of an internal administrative appointment and those provided as part of the initial hiring agreement.

Any changes to a faculty member's Teaching Load require approval from the faculty member's direct supervisor (e.g., School Chair) and must be documented in accordance with institutional workload practices (e.g., unit-level personnel file or GT-TRACS).

Summer Pay

Faculty members on an academic year contract may earn compensation during the summer months (May through August) for work performed outside the 9-month AY contract period. In accordance with [Board of Regents Policy 8.3.12.3](#) and federal regulations [2 CFR §200.430(h)(5)], total compensation for summer work may not exceed 33.33% of the faculty member's Institutional Base Pay (IBP, [USG Business Procedures Manual 5.3.2.1](#)) as of the end of the previous academic year contract. For the purposes of calculation, IBP includes the standard 9-month faculty salary and, if applicable, Administrative Stipend(s), but excludes course overload pay, incentive pay, or other supplemental payments.

The 33.33% cap applies regardless of the funding source and covers compensation from grants and contracts, endowed positions, and dual employment agreements. Teaching during the Maymester is treated as summer teaching and counts toward the 33.33% summer pay cap. Excluded from this cap are relocation assistance, housing allowances, and incentive or award payments.

All summer assignments must be documented, acknowledged, and retained at the Institute level according to [guidance](#) from the Office of Faculty Affairs to ensure that total summer earnings do not exceed the 33.33% cap.

Course Overloads

A Course Overload occurs when an instructional faculty member teaches more courses than the standard number defined for a given academic year. To qualify for an overload, the faculty member cannot have any course buy-outs for the contract period. USG Board of Regents' policy ([4.11 Faculty Overloads and Instructional Staff Responsibilities](#)) requires that the unit first review and, when possible, adjust the Faculty Workload before assigning any Course Overload pay. When a workload adjustment is not feasible, an overload is permitted, resulting in the associated Supplemental Pay. As a type of Supplemental Pay (described below and in [USG BPM 5.3.2.2](#)), Course Overload pay is subject to the same limits and requirements.

Supervisors (e.g., School Chairs and Associate Deans) must review and approve all Course Overload assignments to ensure compliance with departmental and unit staffing needs. Furthermore, the faculty member's home unit must monitor for potential conflicts of commitment and keep appropriate documentation throughout the process.

Degree Program Directors must work with the faculty member's home unit to document these assignments and ensure compliance with workload management and Conflict of Commitment guidelines.

More information on processing Course Overloads can be found in [guidance](#) from the Office of Faculty Affairs.

Supplemental Pay

Faculty Workload refers to the standard set of responsibilities assigned to a faculty member, which includes teaching and instruction, student success activities, research, scholarly endeavors, and service activities. Each academic unit should establish and document standard workloads for all faculty groups (including, but not limited to, tenured, tenure-track, and lecturer-track faculty). Activities within a faculty member's standard workload do not qualify for Supplemental Pay. Faculty Workload must be documented in employment offer letters, administrative appointment letters, and all other formal agreements, all of which should be retained in GT-TRACS.

Faculty service activities -- including but not limited to committee participation, faculty governance, accreditation reporting, and student mentoring -- are part of the standard expectations for full-time faculty and do not qualify for supplemental compensation, even when they extend beyond regular hours. Research is also a core responsibility of most academic faculty members and is generally considered part of the standard workload. Additional research commitments that exceed the contractual load are not eligible for Supplemental Pay unless the appropriate permissions are approved and the required documentation is filed in accordance with Institute requirements.

Faculty Workloads may be adjusted through a formal agreement between the faculty member and their supervisor (e.g., School Chair or Associate Dean), typically during the annual performance review process. Workload adjustments must be

documented in writing and recorded in their unit-level personnel file and/or GT-TRACS file.

While Faculty Workload encompasses standard responsibilities that are integral to their primary appointment, certain tasks that go beyond these foundational duties may qualify for Supplemental Pay, provided they meet specific criteria. To be eligible as supplemental duties to the regular Faculty Workload, these tasks:

- must occur outside standard work hours or require the use of annual leave if conducted during standard work hours; and
- must not overlap with a faculty member's standard work duties.

All Supplemental Pay requests must be made, approved, and documented following the [Procedures for Interdepartmental Offers](#) from the Office of Faculty Affairs. When a supplemental pay request originates from the faculty member's home unit, every effort should be made to ensure it complies with the same standards of review, approval, and documentation described in Procedures for Interdepartmental Offers.

Georgia Tech [policy](#) limits annual Supplemental Pay to 30% of a faculty member's Institutional Base Pay per fiscal year, annualized for faculty members on 9-month contracts. The method for calculating the 30% limit on Supplemental Pay is detailed in the [guidance](#) provided by the Office of Faculty Affairs. If Supplemental Pay exceeds the 30% limit due to extraordinary circumstances, units must offer additional justification and obtain approval before an offer is extended and the start of the assignment. The process for providing additional justification is outlined in the [guidance](#) from the Office of Faculty Affairs.

Faculty members on full (100%) leaves of absence are generally eligible for Supplemental Pay; however, faculty members on partial leaves of absence are not, as Supplemental Pay must exceed a regular full-time (100%) workload. Instead, supervisors or program directors must adjust the faculty member's leave percentage so that the additional duties are incorporated into the faculty member's contracted workload. Refer to the [guidance](#) document from the Office of Faculty Affairs.

Exceptions to Supplemental Pay Compensation Cap

Georgia Tech acknowledges that certain academic programs generate significant growth and substantial revenue, thereby requiring additional faculty engagement beyond standard Teaching Loads. As a result, teaching assignments in the following programs may exceed the standard 30% supplemental pay cap when they occur outside a faculty member's regular workload: (1) Executive MBA Programs, (2) Professional Master's Programs, and (3) Online Master's of Science (OMS) Degree Programs. Teaching assignments in non-credit Professional Education courses do not qualify for this exception.

Compensation for assignments in these certain academic programs is provided as a fixed dollar amount per course. Because these teaching assignments fall outside the core academic curriculum, they are classified as non-standard instructional duties, which justifies Supplemental Pay.

As with all Supplemental Pay, these instructional assignments should adhere to the [Guidance on Academic and Research Faculty Appointments, Procedures for Interdepartmental Offers](#), and be approved before the start of the assignment. Refer to the [guidance](#) document provided by the Office of Faculty Affairs for exception approval processes.

Faculty members exceeding the 30% supplemental pay cap while teaching in these specified programs (Executive MBA, Professional Master’s, and Online Master’s Degree Programs) may also receive Supplemental Pay for activities in other programs or units. In such cases, any additional Supplemental Pay must be reviewed and approved as an exception before the start of the assignment, following the process outlined in [guidance](#) from the Office of Faculty Affairs.

3. Scope

This policy applies exclusively to full-time, regular faculty.

4. Policy Terms

Administrative Stipend	A fixed dollar amount provided to a faculty member holding an administrative position, such as chair, dean, or director, in recognition of additional leadership responsibilities beyond their faculty role. See Administrative Faculty Leadership Appointments Policy .
Conflict of Commitment	A situation in which external or additional internal responsibilities interfere with a faculty member’s ability to perform the full range of duties associated with their primary appointment.
Course Buyout	A negotiated reduction in teaching responsibilities, typically in exchange for externally funded support (e.g., from grants), allowing a faculty member to focus on research or other duties.
Course Overload	An assignment in which a faculty member teaches more courses than is defined by their contracted load for a given academic year. Overloads may be

	eligible for Supplemental Pay if they meet institutional and USG policy requirements.
Faculty Workload	The standard set of responsibilities assigned to a faculty member, including teaching and instruction, student success activities, research/scholarly/creative activities, and service activities.
Institutional Base Pay (IBP)	A faculty member's Institutional Base Pay includes compensation based on a faculty member's contract and includes a mix of scholarly or creative work, instruction, service, administration, or other instructional activities. The IBP is used to calculate Summer Pay for faculty. The IBP does not include overload teaching, continuing education appointments, monetary awards, compensation earned for services performed externally to the Institute, or administrative faculty assignments exclusively performed during the summer (and not assigned during the previous academic year).
Summer Pay	The pay a faculty member on a 9-month (Academic Year or AY) contract may receive for teaching summer session courses in addition to the payment received for the 9-month contract.
Supplemental Pay	Additional compensation paid to a faculty member for performing work beyond the scope of their primary appointment. This may include teaching, administrative, or research activities not covered by their standard base salary.
Teaching Load	The number of credit hours or courses a faculty member is expected to teach during an academic year, as defined by their college, school, or unit.

5. Procedures

Procedural Documents from the Office of Faculty Affairs	
<u>Guidance on Academic and Research Faculty Appointments</u>	Office of Faculty Affairs guidance when making appointments for faculty members.
<u>Procedures for Interdepartmental Transfers</u>	Follow these procedures when making interdepartmental offers to faculty members.

6. Responsibilities

Supervisors and Units

Supervisors and unit Faculty Affairs (FA) and Human Resources (HR) representatives are responsible for ensuring compliance with Supplemental Pay policies, including documentation and adherence to compensation limits. All approvals must be appropriately recorded in documents and retained in a centralized repository (e.g., GT-TRACS). Faculty members and their supervisors must ensure that additional tasks do not interfere with the employee's primary responsibilities and must avoid conflicts of interest or commitment.

Requesting Units

The Requesting Unit is responsible for initiating and completing all necessary steps as outlined in the [Procedures for Interdepartmental Offers](#) and the [guidance](#) document from the Office of Faculty Affairs, to ensure compliance with this policy. When collaborating with GTHR as needed, the Requesting Unit must make sure that the faculty member's Supplemental Pay does not exceed the 30% threshold defined in this policy in any single fiscal year without prior additional approval, following the processes outlined in OFA guidance.

The Requesting Unit is responsible for ensuring that a faculty member's Summer Pay does not exceed the 33.33% threshold defined in USG and this policy during any single academic year.

7. Enforcement

Violations of this policy may lead to disciplinary action in accordance with Georgia Tech and USG regulations.

Georgia Tech's payroll office and the Division of Administration and Finance will periodically review extra compensation practices to ensure compliance with policy guidelines.

8. Related Information

[USG Business Procedures Manual \(BPM\) Section 5.3.2](#)

[USG Human Resources Administrative Practice \(HRAP\) Manual: Interim and Acting A...](#)

[USG Academic and Student Affairs Handbook \(ASAH\): 4.11 Faculty Overloads and In...](#)

[GT Administrative Faculty Leadership Appointments Policy](#)
[GT Extra Compensation Policy](#)

9. Policy History

Revision Date	Author	Description
July 7, 2025	Office of the Vice Provost for Faculty	Interim - New Policy