Faculty Additional Employment

Purpose:
To provide information to departments about college and university policies and procedures related to faculty additional employment. This page covers the most common additional employment types and processes, and is not intended to comprehensively cover all scenarios. Please contact COLA HR if your situation is not covered below or elsewhere on this wiki.

Relevant Definitions:

Additional Employment (Faculty): For the purposes of this guidance, additional employment meets the following criteria:

- Non-instructional (not work that consists of teaching an organized course)
- Outside a faculty member’s defined job expectations
- Compensated
- Within the University (i.e., not outside employment)

For additional employment that involves teaching an organized course, please see Instructional Overloads.

One-time Payment (OTP): payment made to a faculty member for short-term additional employment (technically 30 days or less), as compensation for a discrete activity or job.

A good example would be leading an outreach program for an academic center on campus. A OTP providing compensation for a general service such as this is coded as "Academic Activities."

Please note, however, that a OTP may be processed for work that was completed over a longer period of time, but that was irregular/variable/not constant. So if someone performed a series of small, discrete tasks on multiple days but stretched over a period beyond 30 days, that too would be processed as a OTP.

Allowance: payment made to a faculty member for longer-term additional employment (technically 30 days or more), as compensation for an ongoing activity or job.

A good example might be serving as a mentor to students throughout the academic year for an academic program on campus. Allowances that are providing compensation for a general service such as this are coded as “Academic Activities.”

In BP comments, be sure to state the account from which the allowance will be paid.

Additional Employment Form (AEF): A form maintained by APS that must be final approved by the Dean’s Office before additional employment is authorized.

Faculty Associate: Job Profile 0046. Whenever a faculty member is going to perform additional employment outside of the department/unit in which they are appointed, a job must be created for them appointing them as a faculty associate in the Sup Org in which they will complete the work.

The requesting Sup Org initiates the request for appointment as a faculty associate and is generally responsible for processing the additional employment request and associated business processes.

All created faculty associate positions are fixed term with an end date of 8/31 of the current academic year, are part-time, and benefits eligibility is driven by the primary job/additional jobs (so a full-time faculty member being appointed as a faculty associate will always be regular, benefits-eligible, fixed-term, with an end date of 8/31).

When a faculty member is already appointed full-time, the faculty associate position will be for zero SWH.

When a faculty member is less than full-time, the faculty associate position will include hours (but not hours that would result in a combined appointment of more than 40 SWH).

Faculty: University employees holding any of the academic titles defined in Regent’s Rule 31001, except for Faculty Associate.

The Dean’s Office: For the purposes of additional employment approval, the Dean’s Office is represented by the Associate Dean for Academic Affairs. To receive necessary approvals on additional employment forms, COLA HR is the intermediary between you and the Associate Dean.

COLA HR: Liberal Arts's college-level HR team; also cola_hr@austin.utexas.edu

WD: Workday; https://www.myworkday.com/utaustin/d/pex/home.html

Process:

1. Consult the Faculty Additional Employment Decision Tree to determine what process you will need to follow.
   a. Note: If the work is being performed within one’s current department, in many circumstances, especially for tenured and tenure-track faculty, additional employment is not allowed. More regularly and appropriately, professional track faculty may take on additional employment within their own unit.

2. The department/unit requesting to hire (pay) the faculty member downloads the Additional Employment Form from the APS website.
   a. Complete the Current Employment, Proposed Employment, and Justification sections of the form.
b. Fields should be filled out based on precise WD information, including use of the specific Supervisory Organization listed in WD and the specific job profile.
   i. If the faculty member has multiple jobs, those jobs should be added under the “other additional jobs” section of the Current Employment section.

c. In most cases, the requesting unit will be a unit other than the faculty member’s primary or joint department, so the proposed job profile will be a Faculty Associate (0046 – Faculty Associate).

d. The effective date of the proposed additional employment should be either 9/1, the date the form is being completed, or the date that work will begin, whichever makes the most sense in that specific instance.

e. The end date on the additional employment form does not necessarily coincide with the end date of the faculty associate position itself (which will always be 8/31). Rather, the end date on the additional employment form should be the date the additional work will complete, whatever that date is (i.e. end of service date).

f. Total amount of compensation is the amount to be paid for the additional work. In this section, the account that will be used should also be entered, allowing reviewers to confirm that the payment is being processed off the intended account. (The account entered on the form and the account entered in the WD BP must match.)

g. Justification: the description of and reason for additional employment duties need not be extensive, but they do need to be clear and substantive, and non-tautological (i.e., do NOT write “hiring prof. Z to perform additional duties for a grant.” Rather, you might write: “Prof. Z will be leading a public outreach seminar being held at the Travis County Exposition Center intended to increase K-12 participation in dual language programs. This work is being conducted to fulfill the mandate of the awesome grant we received for this purpose, and the PI has selected Prof. Z for this because of her extensive experience with dual language programs generally and her previous years of experience running this workshop.”)

3. Have the primary unit head/s sign the form and the requesting unit head sign the form.

4. Upload the partially signed form to COLA HR via the AEF submissions portal.

5. COLA HR will route the form to the Associate Dean for final approval.

6. COLA HR will return the form to you once it is approved.

7. If the work is being performed within the faculty member’s current department, proceed to initiating an allowance or OTP using their faculty job. Follow the instructions re: documentation and BP comments as for a Faculty Associate job. (steps 8-10)

8. If the work is not in the faculty member’s current department, initiate an “Add Job” BP creating a Faculty Associate job.
   a. Upload the final approved AEF form as supporting documentation.
   b. If the compensation will be in the form of an allowance, the allowance can be added at the “Propose Compensation” step of the BP.

9. If compensation will be in the form a OTP, initiate the OTP from the Faculty Associate position once that job is final approved.
   a. For OTPs, service dates should be the actual date or timespan that the work was completed. However, the payment date cannot be retroactive – the scheduled payment date needs to be current/in the current pay period.
   b. The scheduled payment date can be no earlier than the last date of service (i.e., the work must be complete before payment can be made).

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Related Policies:

HOP 2-2220: Faculty Consulting and Other Professional Activities Including Outside Employment

Faculty Additional Employment Workday Process Overview

Other Related Links:

Additional Employment Form (Faculty)

Workday WIGs for Additional Employment

OTP WIG