
OFFICE OF THE PROVOST

SUPPLEMENTAL COMPENSATION GUIDANCE

This document provides basic guidance and information of the GW University's supplemental compensation and is applicable to all GW faculty members. Supplemental compensation above [institutional base salary \(IBS\)](#) may be appropriate when a faculty member is assigned a major component of a job not included in the faculty member's appointment letter. Supplemental compensation mechanism may be used on a temporary or one time basis as special needs or requirements of the school, department, or university. Supplemental compensation may be appropriate for nonstandard teaching and sponsored projects activities at any time of year. Schools/Departments should establish standard guidelines specifying the parameters of supplementary compensation that faculty members may receive.

Supplemental Compensation Description

As members of the GW academic community, faculty are expected to contribute in a variety of GW activities and services without additional (supplemental) compensation. For example, supplemental compensation is not warranted for committee service or occasional service outside of the faculty member's school or department that does not require a significant time commitment. However, supplemental compensation may be appropriate if: services are rendered across departmental lines or involve a separate or remote operation; the work performed by the faculty member is in addition to his or her regular responsibilities or; significant contributions to special programs or activities that serve the school/department or university are needed.

Supplemental compensation may be offered by a school to a faculty member in another School/Department but it must be approved by the dean/director of the faculty member's primary school in advance of the service being performed. This is to ensure that deans/directors are aware of the full scope of the obligations of their faculty members across the University and in order to determine whether the faculty member's total compensation exceeds the threshold for reporting to the Provost. Additional compensation for faculty in excess of 10% of a faculty member's IBS must also be approved by the Provost in advance of the service being performed.

Supplemental Compensation Eligibility

Any GW Faculty with prior written approval from their Dean/Department or School Director and Provost when required, is eligible to receive supplemental compensation.

Some circumstances that may warrant supplemental compensation above institutional base salary are:

- Work performed outside normal working hours and outside of the primary home department (i.e., additional jobs tasks);
- Delivery of a lecture or training that is in addition to and outside of the faculty member's standard responsibilities; or
- Perform short-term services that involve interdisciplinary work crossing department lines or when a separate and remote operation is involved.

Supplemental Compensation Considerations and Restrictions

- Departments/Schools must not guarantee supplemental compensation to faculty until all required approvals have been obtained.
- For federally funded sponsored projects: Supplemental compensation above IBS is allowable provided that such services/consulting arrangements are *specifically provided for in the Federal award or approved in writing by the Federal awarding agency when applicable*.
- In all cases when sponsor approval is required, it must be obtained prior to charging the extra compensation to the sponsored project. *Requests for supplemental compensation from a sponsored project that are submitted after the work has been performed will not be allowed.*
- The supplemental amount paid should be commensurate with the IBS rate of pay and the amount of additional work performed. The supplemental rate of pay can be less, but not higher than the IBS rate of pay.
- Supplemental payments are not intended to be utilized as long-term or ongoing compensation strategies.
- Written justification is required for all supplemental payment requests.
- Justification must include
 1. Rationale for requested payment;
 2. A detailed description of work involved;
 3. An explanation of the relationship between the additional work and the employee's normal job responsibilities; and
 4. The estimated time period during which the work is to be performed.

Use of the appropriate supplemental compensation [expenditure codes](#) allows this type of incidental work to be identified and documented in the financial system:

51116 - SUPPLEMENTAL COMPENSATION FOR FULL-TIME FACULTY

51117 - SUPPLEMENTAL COMPENSATION FOR PART-TIME FACULTY