

Administrative Guidelines for Campus Stipends Provided to IUPUI Faculty

IUPUI has invested in considerable support for leadership development for our faculty, and one natural consequence of this investment is increased opportunities for faculty to engage in short-term campus-level projects through Faculty Fellowships or similar positions. These guidelines are intended to help ensure consistency in compensating faculty appropriately for campus projects that extend for more than one week's time, and that are *not* eligible for merit-based salary increase within the faculty member's home unit.

The determination whether or not to offer a stipend to a faculty member who is performing work for a university unit other than their home unit can be based on an evaluation of the work requested and the extent to which it reflects upon the following compensable factors:

- Skill/expertise – the specific nature of the assistance being sought
- Effort – the extent or duration of the commitment
- Responsibility – the level at which the person will be operating, including resources the person will manage
- Working conditions – whether beyond the regular conditions of the person's job (e.g., on evenings and weekends, over the summer, or involving travel)

In general, consideration of compensation acknowledges there is a threshold beyond the regular service obligations of faculty member that comprise a substantive contribution of disciplinary expertise and technical assistance or require effort above and beyond for any of the other compensable factors.

A stipend may be appropriate if a faculty member is being requested to apply their knowledge and disciplinary expertise or provide technical assistance to an internal unit beyond the scope of the regular expectations of their job and for which there would be a reasonable expectation of remuneration if the work were being performed for an external agency (on the open market).

The determination should be made whether the funds should go to the faculty member (e.g., a stipend or honorarium) or to the department (buy-out).

A buy-out is an agreement between unit leaders and is appropriate when the service assignment is beyond a single instance and is for a longer period of time. The buy-out is recognition of the impact the person's assignment to another unit will have on the home unit. Usually no additional compensation will be offered to the faculty member unless the extent of responsibility or other compensable factor is over and above usual expectations for person's job.

If the faculty member's engagement with the other internal unit is deemed to have negligible impact on the home unit, then a stipend or honorarium may be appropriate. The decision regarding the amount of the stipend should weigh whether the activity comprises a single instance or application of expertise/skill (e.g., giving talks, conducting workshops, or facilitating a meeting for strategic campus programs) or is for a more extensive effort.

In determining the amount of the stipend the burden of proof is on the faculty member in indicating how much they would be paid for similar effort in the external market. Of course, fiscal constraints, including the ability and willingness to pay a stipend at a given rate, will also factor into deciding how much of a stipend will be offered.

The inherent diversity of disciplines and related compensation determinations make it impractical to suggest dollar amounts for stipends or honoraria. However, reasonable practices should be in place to assure internal consistency.

If the faculty member under consideration has an administrative appointment at the level of dean or higher, service to the campus may be considered part of the administrative responsibilities and expectations of the person's administrative assignment and therefore not eligible for additional compensation.

~~August 31, 2017~~

Revised: January 17, 2018