

<b>Extra Compensation for Full-Time Faculty and Staff</b>	Procedure Number	440.2
	Effective Date	4/24/2026

**1.0 PURPOSE**

In accordance with [UA Systemwide Policy 440.2](#), this policy is intended to establish clear guidelines for when a full-time UA-PTC employee is eligible for additional compensation. The salary or other regular compensation of a full-time employee of the College is intended as compensation for all regularly assigned activities performed for or in the name of the College. However, an employee may be called upon from time to time to perform additional tasks over and above regularly assigned duties for which he or she may receive extra Compensation.

**2.0 REVISION HISTORY**

Adopted on: April 2026  
 Revised on:

**3.0 PERSONS AFFECTED**

Full-time Faculty and Staff  
 This policy supersedes UA-PTC Policies 435.1.1 Salary Levels for Summer Faculty Employment and 651 Class Scheduling.

**4.0 DEFINITIONS**

**5.0 PROCEDURES**

Faculty and staff are eligible for extra compensation, except for those employees with titles of dean, vice chancellor, or chancellor. In rare instances, Individuals with titles of dean, vice chancellor, or chancellor may earn extra compensation with the approval of the Chancellor and UA System President (UASP 440.2). An employee’s dean or supervisor must certify that the employee is working full time, or 100 percent, during the activity period for which extra compensation is being recommended.

The work for extra compensation shall not interfere with the regular duties of the individual, as certified by the dean or supervisor. Unless specifically authorized by the dean or supervisor and approved by the Chancellor, no employee shall receive extra compensation, unless the duties are performed outside the normal scope of responsibilities and/or work schedule, or annual leave is taken for preparing and conducting said activities. For example, but not by way of limitation, full-time employees may teach for extra compensation provided preparation for and time in class fall outside their regular work schedules.

The request for extra compensation must be approved by the supervisor and the Chancellor prior to performance of the work. Employees with an active performance improvement plan (PIP) in place are not eligible to pursue extra compensation until all requirements for the PIP are successfully completed.

Additional restrictions include the following:

- State grant funds or federal funds may not be used to pay extra compensation unless specifically authorized by the sponsoring agency.
- Extra compensation for an employee must be consistent with any applicable state and federal laws and

regulations and with any applicable accreditation standards or criteria.

- Extra compensation must not result in a conflict of interest.
- College funds will not be used for extra compensation for speeches, public appearances, etc., which are civic, public relations, or development activities.
- College funds will not be used for extra compensation for such scholarly activities as research, research consultation and collaboration, or creative works considered part of normal faculty duties.

An employee's total compensation, for a year or for a month, including extra compensation, shall not exceed the line-item maximum (LIM) salary for the position, subject to the exceptions set forth in state law, including Ark. Code Ann. [§ 6-63-303](#) , [§ 6-63-309](#), [§ 6-62-103](#), [§ 6-64-413](#), and [§ 6-63-321](#) and subject to the provision below regarding private funds. This policy is also consistent with [UASP 440.2](#).

Unless an exception under state law applies, an employee may not be compensated more than 125% of LIM (including with extra compensation) unless the employee is paid through private funds and the person is selected and recommended by the appropriate department and approved by the following: (1) the vice chancellor for academic affairs; (2) the chancellor; (3) the President; and (4) the Board of Trustees.

Stipends for extra compensation must be authorized by the supervisor; Dean/Chair/Director; Grant Contract Administrator (if applicable); the Chief Information Officer (if applicable); the Chief Financial Officer; the Provost; and the Chancellor. Extra compensation will be paid during the regular payroll period for the time period in which funds are earned. The [Employee Supplemental Contract](#) is located on the [HR SharePoint and must be completed and included in Workday before the extra compensation will be paid](#).

#### Faculty Course Load and Extra Compensation

The standard teaching load for a full-time faculty member is fifteen (15) credit hours per fall or spring semester or thirty (30) hours per academic year, as outlined in the [UA-PTC Faculty Handbook](#) and UA-PTC Policy 624 [Full-Time & Part-Time Faculty Course Load](#). A fall or spring semester includes 16-week courses as well as 8-week term courses. Faculty may use a combination of courses offered during the 16-week semester or 8-week terms to make their teaching load.

Exceptions to the standard teaching load may exist for programs with labs, clinicals, practicums, and internships that assign credit hours commensurate of faculty and field supervision in accordance with [UA-PTC Policy 522.6](#).


Occasionally, because of faculty vacancies or scheduling conflicts, it may be necessary to allow faculty to teach courses beyond the standard teaching load. To maximize available full-time faculty resources while maintaining high-quality instruction and ensuring balance of workloads, full-time faculty may teach a maximum of nine (9) credit hours overload during a fall or spring semester. Staff teaching courses for extra compensation may teach a maximum of six (6) credit hours, which must be completed outside of the normal work schedule (typically online if complete with applicable ACUE, Blackboard, or Quality Matters (QM) training or if using a development shell that has successfully completed the QM internal review process). In the event of an unexpected vacancy or situation that prevents a position from being filled in a timely manner, the chair/program director, dean, and provost may find it necessary to allow exceptions to the maximum overload. This should be kept to a minimum to ensure quality of course delivery, student learning and workload balance. If making an exception would compromise quality and/or disrupt workload balance,

courses may be canceled or rescheduled when sufficient staffing is available.

Employees on nine-month appointments who are assigned additional summer employment may be compensated for any such employment using the UA-PTC faculty salary matrix, which designates a per credit hour base pay rate of \$675 or an otherwise negotiated market amount specific to a discipline or program.

The chairs/program directors, deans, and provost will regularly review the academic course schedule to ensure courses are scheduled to maximize capacity of enrollment in minimal course sections in effort to ensure staffing is appropriate to deliver an appropriate educational experience in alignment with the College’s mission. [UA-PTC Policy 694](#) provides additional guidance regarding the scheduling of classes with respect to faculty overload pay. The department chair/program director, dean, and provost will review and approve overload and summer teaching assignments and work with Human Resources to facilitate the appropriate compensation process. The compensation will align with UA-PTC Policy 694, which outlines the timeline for determining course enrollment used in the pay formula.

Human Resources will monitor extra compensation for conformity to the requirements of this policy and applicable law and shall maintain information regarding extra compensation for an annual report.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	UAPTC Human Resources	3/24/2026
Ratified by:	Joint Operations	4/24/2026
Recommended by Chancellor (Signature)		4/27/26
UA Policy Alignment:	UASP 440.2 Extra Compensation for Full-Time Faculty and Staff Employees	