

Commission on Faculty Affairs

**RESOLUTION TO REVISE FACULTY HANDBOOK REGARDING ADDITIONAL
COMPENSATION FOR FACULTY**

CFA 2025-26J

Resolution Proposal Form Sent to University Council Cabinet	January 26, 2026
First Reading by Commission on Faculty Affairs	February 27, 2026
Approval by Commission of Faculty Affairs	March 27, 2026
First Reading by Faculty Senate	March 6, 2026
Approval by Faculty Senate	April 3, 2026
Staff Senate Comment	February 6, 2026
Administrative and Professional Faculty Senate Comment	April 2, 2026
Graduate and Professional Student Senate Waived Right to Comment	April 3, 2026
Undergraduate Student Senate Waived Right to Comment	April 3, 2026
First Reading, University Council	April 20, 2026
Approved, University Council	May 4, 2026
Approved, President	May 5, 2026
Approved, Board of Visitors	Date
Effective Date	Upon Approval

WHEREAS, The Faculty Handbook specifies all policies related to employment of faculty; and

WHEREAS, faculty may participate in a number of activities outside their usual job responsibilities that provide them with additional compensation; these may include teaching additional classes during the academic year, teaching in Continuing and Professional Education courses, teaching in the summer and winter sessions, or taking on certain special or administrative service responsibilities, among other activities; and

WHEREAS, limitations to the additional compensation faculty may earn through these activities have remain unchanged for over 40 years and do not adequately reflect the breadth of current activities that faculty may participate in; and

WHEREAS, the University has existing policies and procedures to safeguard against conflicts of commitment and to ensure that faculty maintain full responsibility for their primary academic duties; and

WHEREAS, the Faculty Handbook should be updated to clarify limitations to additional compensation for faculty, considering the time period during which the activity may take place (i.e. during their contract year, during winter session, or during summer session);

NOW, THEREFORE, BE IT RESOLVED that the Faculty Handbook be revised as shown below with changes noted in red.

BE IT FURTHER RESOLVED that academic units take responsibility for implementing a review process to ensure that all compensated additional activities remain consistent with faculty members' obligations to their academic units and to the University; and

BE IT FURTHER RESOLVED that related university policies be updated to reflect these changes.

Chapter 2: All Faculty

2.3.6 Summer and Winter Session Appointments Additional Compensation

~~Academic Year (AY) Appointment. Faculty members on academic year (AY) or calendar year (CY) appointments may receive additional compensation for tasks that are clearly outside of their usual responsibilities, as determined by their department head, chair, school director, or supervisor and the academic dean or vice president. Additional compensation is intended to support occasional, well-defined activities that fall outside a faculty member's regular scope of work and are undertaken primarily for the benefit of the university, including, but not limited to Extension activities, administrative activities, teaching that is not considered part of their usual job responsibilities (including summer and/or winter session teaching) and, as allowable, non-credit or eligible for-credit instruction conducted by Continuing and Professional Education. These payments should not be used to supplement base salary, compensate for ongoing responsibilities, or serve as substitutes for appropriate staffing or workload planning. Units are expected to ensure that such payments are used sparingly, transparently, and in alignment with university policies so that the integrity of faculty appointments, workload expectations, and compensation structures is maintained. engaging in approved sponsored research, Extension activities, summer, and winter session teaching and, as allowable, non-credit, or eligible for credit instruction conducted by Continuing and Professional Education or teaching an eligible for credit continuing education course on overload. The total additional compensation earned through all university programs by any faculty member on an academic year appointment shall not exceed 33 $\frac{1}{3}$ percent of the annual salary for the preceding academic year.~~

~~For additional information, consult Continuing and Professional Education and Policy 6362, "Policy on Continuing and Professional Education".~~

~~Calendar Year (CY) Appointment. Faculty members on calendar year (CY) appointments may receive additional compensation for Extension activities, and/or summer and winter session teaching that is not considered part of their usual job responsibilities and as allowable, non-credit, or eligible for credit instruction conducted by Continuing and Professional Education.~~

~~The total of additional compensation earned through all university sources by any faculty member shall not exceed 33 $\frac{1}{3}$ percent of the annual salary for the preceding academic year.~~

~~No aAssignment of activities summer or winter appointments, outside of their usual job responsibilities, are should not be made without the consent of the faculty member involved.~~

For additional information, consult chapter two of this handbook, Continuing and Professional Education, and Policy 6362, “Policy on Continuing and Professional Education”.

~~**Academic Year (AY) Appointment.** Faculty members on AY appointments may receive additional compensation for engaging in approved sponsored research, Extension activities, summer, and winter session teaching and, as allowable, non-credit, or eligible for credit instruction conducted by Continuing and Professional Education or teaching an eligible for credit continuing education course on overload. The total additional compensation earned through all university programs by any faculty member on an academic year appointment shall not exceed 33½ percent of the annual salary for the preceding academic year. For additional information, consult Continuing and Professional Education Continuing and Professional Education and Policy 6362, “Policy on Continuing and Professional Education” Policy 6362, “Policy on Continuing and Professional Education”.~~

~~**Calendar Year (CY) Appointment.** Faculty members on calendar year (CY) appointments may receive additional compensation for Extension activities, and/or summer and winter session teaching that is not considered part of their usual job responsibilities and as allowable, non-credit, or eligible for credit instruction conducted by Continuing and Professional Education.~~

2.3.6.1 Overload Payments

During their contract period, faculty members may have the opportunity to participate in Extension activities, administrative activities, teaching that is not considered part of their usual job responsibilities (including summer and/or winter session teaching) and, as allowable, non-credit or eligible for-credit instruction conducted by Continuing and Professional Education for additional compensation in accordance with the P-14 payment process described in Policy 4296, “Adjunct and Wage Faculty Payments (P-14 Payments)”.

In approving or disapproving any such activities, the faculty member’s department head, chair, or school director should consider the following:

- Ensure that the activities are not part of a faculty member’s regular duties. For example, overload payments are not appropriate for research or service activities, and they are only for teaching when such teaching is in addition to the faculty member’s regular teaching load.
- Consider the employee’s ability to manage additional work outside of usual job expectations, and whether the scheduled absence and additional responsibilities would be demanding of time, attention, or focus such that they would interfere with the faculty member’s primary job responsibilities and thus constitute a conflict of commitment with those responsibilities.

- Account for the type of activity and the amount of work required. For example, continuing education activities could be a single workshop or an ongoing class. Teaching classes requires both in class instructional time as well as time for course preparation, grading, and office hours. The total time commitment for these additional activities should be considered, given that a faculty member cannot be as effective when teaching over 150 percent of their typical teaching load.

Each request should be reviewed both on its own merits and in relation to the other overload activities a faculty member may be participating in (e.g., teaching an extra class and participating in continuing education program). The benefit to the faculty member for their professional development and contribution to the academic program requesting services should also be considered, though the primary consideration with an overload payment is that the activity is for the benefit of the university. Although engagement of the faculty in activities that would benefit both the faculty member and the institution is to be encouraged, participating in these activities is not a right.

Overload payments should not be provided for used to compensate faculty for work on sponsored grants and contracts. Compensation for sponsored grants and contracts is described further in section 2.3.6.3 of this handbook. All overload payments require approval by the vice provost for faculty affairs.

2.3.6.1-2 Summer Session Appointments

Summer session is not considered part of the instructional year. Faculty members on academic year (AY) appointment may be invited by the department head, chair, school director, or supervisor to teach one or more courses in summer session.

Faculty Those on calendar year (CY) appointments may also be invited by the department head, chair, school director, or supervisor to teach one or more courses in summer session. When such teaching is for additional compensation provided that the course(s) are not considered part of their usual job responsibilities, faculty on a CY appointment may be compensated for teaching in the summer as an overload payment per section 2.3.6.1 "Overload Payments." Faculty members may also have the opportunity to participate in Extension activities, administrative activities, or non-credit, or eligible for-credit instruction conducted by Continuing and Professional Education during summer session.

Compensation for teaching in the summer session is negotiated by the faculty member and the department head, chair, or school director. In addition to compensation for course instruction, additional incentive pay may be negotiated.

The summer compensation earned by any faculty member shall not exceed 33 $\frac{1}{3}$ percent of their academic year salary. For purposes of this calculation, "academic-year salary" means the faculty member's base academic-year salary plus any administrative stipends

and any eminent scholar stipends in effect as of May 10 of the preceding academic year. For faculty on 10-, 11-, or 12-month (calendar-year) appointments, the 33⅓ percent limit is calculated based on the faculty member's academic-year equivalent salary. Specifically, 10-, 11-, and 12-month salaries are converted to academic year (i.e., 9-month) salaries using the multipliers 9/10ths, 9/11ths, and 9/12ths, respectively. This includes all payments paid by the university, including for summer session instruction, work on sponsored grants and contracts, returned overhead, and any other payments, though not including overload payments. Exceptions to this limit must be approved by the vice provost for faculty affairs.

Approval for such payments is required through the P-14 payment process described in Policy 4296, "Adjunct and Wage Faculty Payments (P-14 Payments)".

2.3.6.3 Sponsored Grants and Contracts

For purposes of sponsored grant and contract activity ~~and for limitations on compensation~~ May 10 to August 9 designates the summer work period. Faculty members who receive ~~summer~~ salary from sponsored projects must certify the effort expended on those projects ~~during the summer period.~~ Summer pay for sponsored projects is only justified by appropriate effort expended on the project during the summer period. Work on a sponsored project during the academic year for which compensation is then provided during the summer is specifically prohibited by federal regulations.

~~Summer pay for sponsored projects is only justified by appropriate effort expended on the project during the summer period.~~ For more information, see "Effort Certification Compliance Issues for Research Faculty" in chapter six, and "Effort Certification and Salary Charges to Sponsored Grants and Contracts" in chapter 10 of this handbook, as well as Policy 3105, "Effort Certification" and Policy 3240, "Costing Principles for Sponsored Projects".

Summer compensation earned by any faculty member on an AY appointment is limited to 33⅓ percent of their academic year salary for the preceding year as described in section 2.3.6.-1 "Overload Payments".

~~Only AY faculty members who have approved research extended appointments earn and accrue annual leave proportional to their appointments.~~

~~Alternatively, the faculty member can charge less than one, two, or three months of full-time salary to the sponsored project (or other sources as appropriate) and take uncompensated leave for the remainder of the summer.~~

Faculty who have documentation of funding from sponsored grants or contracts may be eligible for consideration of a calendar year research conversion under the terms of Policy 6200, "Policy on Research-Extended Appointments." For more information, see "Research- Extended Appointments for Faculty on Academic Year Appointments" in

chapter two of this handbook. Only faculty members on academic year contracts who have approved research-extended appointments earn and accrue annual leave proportional to their appointments.

Faculty members on research-extended appointments who participate in Extension activities, administrative activities, teaching that is not considered part of their usual job responsibilities (including summer and/or winter session teaching) or, allowable non-credit or eligible for-credit instruction conducted by Continuing and Professional Education may be eligible for additional compensation as outlined in prior sections and as appropriate for their extended contract term.

Faculty on regular appointments who are principal or co-principal investigators and whose academic year base salaries are supported by educational and general (E&G) funds may be eligible to receive an incentive payment through the Faculty Research Incentive Plan. The research incentive payment is a one-time annual supplement to the recipient's regular annual compensation and does not count towards the limit on compensation. For more information see Faculty Research Incentive Plan.

2.3.6.2-4 Winter Session Appointments

Winter Session is not considered part of the instructional year. Faculty members on academic (AY) ~~or calendar year (CY)~~ appointments may be invited by the department head, chair, school director, or supervisor to teach courses in Winter-winter Session session. Calendar year (CY) faculty may also teach during the winter session. When such teaching is not part of their usual job responsibilities, faculty on a CY appointment may be compensated for teaching in the winter session as an overload payment per section 2.3 6 1 "Overload Payments".

~~The faculty member receives overload payment for teaching a Winter Session for credit course. Compensation for teaching in the winter session is negotiated by the faculty member and the department head, chair, or school director. Maximum compensation is set at 3.75 percent of the faculty member's annual salary for each one-credit semester course taught. In addition to compensation for course instruction, a~~ An additional incentive grant may be negotiated, ~~up to a maximum of one month's salary. The total of A~~ additional compensation, ~~including overload for course instruction and any incentive grant for winter session is considered in the total allowable aggregate compensation of no more than 33½~~ shall not exceed 11.1 percent of ~~annual the~~ faculty member's academic year salary (or their 10-, 11-, or 12-month salary adjusted to the academic year equivalent) from the preceding ~~academic year~~ calculated as the base salary, plus any administrative stipends and/or eminent scholar stipends, as of May 10 of the preceding academic year. In extraordinary circumstances, the vice provost for faculty affairs may approve an exception to this limit.

Approval for such payment is required through the P-14 payment process described in Policy 4296, “Adjunct and Wage Faculty Payments (P-14 Payments)”.

2.16 Continuing and Professional Education Activities

2.16.1 Required Use of and Participation in Continuing and Professional Education Program Services and Facilities

Contact [Continuing and Professional Education](#) for further information. [Policy 6362, “Policy on Continuing and Professional Education”](#) requires that academic colleges, centers, and administrative units designing and delivering continuing and professional education activities, both on-and off-campus, under the auspices of the Virginia Tech brand must work through Continuing and Professional Education. This includes work conducted at a Virginia Tech location and/or other locations outside of Virginia Tech. by faculty in Blacksburg, as well as faculty delivering continuing education programs at university locations outside of Blacksburg. Alternate arrangements may be made in the case of lack of availability of appropriate space or mutual agreement between the sponsoring university entity and Continuing and Professional Education.

2.16.2 Overload Payment and Compensation for *Non-Credit* Continuing and Professional Education Activities

~~Contact [Continuing and Professional Education](#) for information.~~ Faculty members may be eligible for direct payment for non-credit instructional and administrative activity in Continuing and Professional Education programs.

All faculty members not supported by educational and general funds of the Virginia Cooperative Extension Service, Continuing and Professional Education, or outreach programs are eligible for such payments. Faculty members supported by such funding whose job descriptions do not include activity in non-credit instruction may request approval of their dean or director (or appropriate administrator) and the provost or executive vice president and chief operating officer, depending upon the reporting structure, for participation for payment.

Non-credit teaching for direct pay is subject to the provisions of the university’s consulting policy, i.e., the total of non-credit teaching and other approved consulting does not ordinarily involve more than one day per week and does not exceed five days in any five-

week period. For purposes of limitation of consulting, each day in which non-credit instruction is undertaken is counted as one day, unless the participation does not exceed one-half day (as defined below), in which case it is counted as one-half day. Because of the scheduling requirements of certain Continuing and Professional Education programs, exceptions to the limitation of five days of consultation in any five-week period may be approved as long as the maximum of 39 days in the academic year is not exceeded.

For direct payment purposes, a day is defined as ~~six-eight~~ contact hours of non-credit instruction; pro rata payments are made for portions of days, usually in units of 1.5 hours. ~~For teleconferences involving televised delivery a day is defined as three contact hours.~~

To encourage faculty to develop academically innovative programs with significant market potential, faculty may request preparation time as part of the program and budget development process. This additional faculty compensation for research and development may not exceed three days for each day of instruction.

Research and development time is associated with two types of programs. The first type is research and project development undertaken for a specific organization. As such, the payment of the research and project development is assured with the other program services under contract. The second type of program involves those programs offered on a solicitation basis to members of a specific audience. The generation of revenues for faculty research and development are included in participant fees. The actual amount and timing of the faculty payment depends on program success. The agreement is subject to approval by the department head, chair, school director, or supervisor and ~~the~~ director of ~~program development~~Continuing Education.

If research and development initiatives are perceived by a contracting agency or department or school to be more extensive, the college has the option of providing additional compensation to faculty through college surplus funds or ~~of buying their time in the summer~~providing additional compensation in the summer. Such additional compensation beyond three days for each day of delivery requires the approval of the vice president for outreach and international affairs and the director of Continuing and Professional Education. Approval for such payment is required through the P14 payment process initiated by Continuing and Professional Education and described in Policy 4296, "Adjunct and Wage Faculty Payments (P-14 Payments)".

For a particular program, a daily payment rate is determined by agreement of program faculty in Continuing and Professional Education, the participating faculty member, and the faculty member's department head, chair, school director, or supervisor and is subject to the approval of the director of Continuing and Professional Education. Such a negotiated rate may depend on the anticipated enrollment and the budgetary constraints of the program.

The provost may set a maximum applicable daily payment rate. The provost advises the Commission on Faculty Affairs of any changes in the maximum applicable daily payment rate if set.

Continuing and Professional Education is responsible for seeking approval for direct pay (P14) through the university and authorizing final payment in accordance with Policy 4296, "Adjunct and Wage Faculty Payments (P-14 Payments)". Such payments are made after teaching services are provided.

~~In addition to the constraints imposed by the consulting policy, there is a limitation on the aggregate amount of such direct payments that may be earned in a faculty member's appointment year. Faculty members on calendar year appointments may earn no more than 33⅓ percent of their annual salary during the July 1 – June 30 appointment year. Faculty members on academic year appointments may earn no more than 33⅓ percent of their annual salary during the academic year. Payments made to academic year faculty members in the summer period will be included in the 33⅓ percent limitation of the previous academic year's salary that is currently imposed on summer payment from all university sources combined.~~

Costs of producing materials for Continuing and Professional Education programs are borne by the program budget, not by the operating budgets of any unit except where provided for that specific purpose.

2.16.3 Overload Payment and Compensation for *For-Credit* Continuing and Professional Education Activities

The university's mission and goals include increasing outreach, continuing and professional education, and distance learning activities to serve the workforce and professional development needs of business and industry, government, organizations, and individuals. Some professional audiences seek credit coursework to meet their educational needs—not just a short term, non-credit experience such as workshops or seminars. In some cases, these audiences look to some of the university's most visible and distinguished faculty members to deliver this programming. Often such programming involves a contract with businesses or organizations, which covers the cost of course delivery, including faculty compensation. The programs are generally delivered off-campus, perhaps at the organization/business site or elsewhere, or via distance learning.

The following policy guidelines provide information regarding compensation for faculty members involved in delivering for-credit continuing and professional education. For-credit programming designed for executive/professional audiences is included among programs eligible for additional faculty compensation; even if such programs are offered for individual enrollment rather than for employees of a specific corporation or agency; and even if coursework is delivered at the faculty member's home base.

Overload responsibilities undertaken for supplemental compensation may be assumed only when the intended task is clearly outside usual responsibilities of the individual, as determined by the appropriate department head, chair, school director, or supervisor and academic dean; and the conduct of the task is clearly in the best interest of the university; the individual is eminently qualified to undertake the task; and such an overload is included within the overall time limitations of the consulting policy.

Continuing projects, or projects occupying an identifiable amount of time longer than a semester or more, are arranged on a released-time basis. Prior approval by the department head, chair, or school director and dean are required for all overload commitments undertaken for supplemental compensation.

Overload compensation may be approved in cases involving for-credit continuing and professional education where the faculty member is required to travel to an off-campus location or, the faculty member is delivering a program to students at one or more distributed campus locations through distance learning technology, whether the instruction is delivered in a synchronous or asynchronous mode, or, the faculty member is delivering for-credit coursework as part of an executive/professional program approved for overload compensation, even if the course is being delivered at the faculty member's home base.

There should be no expectation that coursework currently taught on-load, which requires a faculty member to travel to another location to teach, or for which the faculty member is delivering the program via distance learning technology, would automatically be considered for overload compensation. Determination of the faculty member's assignment is the responsibility of the department head, chair, school director, or supervisor and dean. Distance learning instruction and teaching at off-campus sites are appropriate on-load assignments which faculty members are expected to fulfill without additional compensation.

Faculty members are not required to accept for-credit overload assignments for continuing and professional education instructional activities.

Faculty compensation is determined as part of the budget development and contract negotiation process and may vary based on discipline, level of expertise, effort required, group size, number of credits, and other factors usually considered in setting compensation for continuing education instruction. P-14 payments for credit continuing and professional education coursework also require the approval of the vice provost for faculty affairs. Contracts with businesses, organizations, or other approved revenue sources are expected to cover the full cost of such faculty compensation.

The department head, chair, school director, or supervisor is responsible for the fair and appropriate assignment of overload for-credit coursework to faculty members in the

department or school. To assure equity and appropriateness, the department head, chair, school director, or supervisor, and dean monitor the responsibilities and assignments of faculty earning additional compensation.

~~Faculty members on calendar year (CY) appointments may earn up to an additional 33 $\frac{1}{3}$ percent during the fiscal year, by teaching *non-credit* programs administered through the university; teaching an eligible for-credit continuing and professional education course on overload; and/or participation in a technical assistance agreement.~~

~~Similarly, faculty members on academic year (AY) appointments may earn up to an additional 33 $\frac{1}{3}$ percent of their academic year salaries during the academic year through these approved activities. Earnings during the summer from all university sources, including those cited above, summer or winter session teaching, and sponsored research are capped at 33 $\frac{1}{3}$ percent of the prior academic year salary.~~

The consulting policy sets the institutional maximum on the number of days that a faculty member can spend in approved, paid professional activity while on salary. All approved activity—consulting, technical assistance agreements, for-credit continuing and professional education coursework, and non-credit continuing and professional education must stay within the consulting policy guidelines of one day per week or no more than five days in a five-week period. Six contact hours constitute the equivalent of one consulting day.

Exceptions require the approval of the department head, chair, school director, or supervisor, dean (or appropriate administrator), and provost or executive vice president and chief operating officer, depending upon the reporting structure.



Staff Senate Comments

CFA 2025-26J

February 6, 2026

Staff Senate has reviewed CFA 2025-26J and has no questions or concerns.

Staff Senate has no further comment.

Thank you,

Gabe Petry, Chair, Staff Senate Policies and Issues Committee



AP Faculty Senate Comments

CFA 2025-26J - Revision on Cap on Additional Compensation

3/4/2026

The A/P Faculty Senate Policies and Issues Committee has reviewed and approves/endorsees CFA 2025-26J - Revision on Cap on Additional Compensation.

No additional comments were provided.



AP Faculty Senate Comments

CFA 2025-26J - Resolution to Revise Faculty Handbook Regarding Additional Compensation for Faculty

April 2, 2026

Although the resolution received majority approval from A/P Faculty Senators through an internal review and comment process, all submitted comments are provided here for your consideration. A formal response to these remarks is not required:

Second sentence of Section 2.3.6.3 seems to be an incomplete sentence with the edits shown. "Faculty members who receive salary from sponsored projects must certify the effort expended on those projects during..." (Was "during" intended to be deleted as well?)