

## Guidelines for Faculty Summer Salary

Faculty may participate in externally-sponsored work and other academic, administrative or research activities over the summer. These guidelines are intended to cover their eligibility for summer salary and how summer salary is calculated.

*Eligibility and Restrictions:* Faculty who are employed on a 10-month contract are eligible to receive up to two months of summer salary.

Faculty members can elect to earn their summer salary through the completion of grant-related work, teaching two courses during the summer, or a combination of both (i.e. .89 month grant-related work and teaching one course). One course is equal to 1.11 months of summer salary. No more than twelve months of total salary support (academic plus summer salary) will be approved in a twelve-month period.

A request for summer salary indicates a commitment to put the comparable effort on a particular project during the summer, not the academic year.

Faculty who are employed on a 12-month contract are not eligible for summer salary.

*Approval Process:* Faculty members request summer salary typically through the extramural or intramural proposal submission. Requests are approved by department chairs, deans, or other relevant administrators.

*Payment Schedule:* Payment is initiated by the college budget manager, or equivalent. The payment schedule for summer salary is to be distributed over the summer months, as a series of paychecks from June 15 – September 15. The exact schedule will depend on the university's payroll periods.

*Compliance with Federal Regulations:* By accepting externally sponsored research support that is the source of summer salary, the University is responsible for staying in compliance with [federal regulations](#). The university applies these federal guidelines to summer salary payments at DePaul.

*Conditions of Summer Salary:* During a month where 100% of a faculty member's salary is charged to a government grant, the federal regulations require that 100% of the faculty member's time be spent only on the research covered by that grant.

It is understood that, as part of their duties at DePaul, faculty may participate in "other academic, administrative or research activities" (OARA) during the summer. These activities include, but are not limited to: advising students (outside the scope of the sponsored project charged), unsponsored research, administrative committees, preparing new or renewal proposals, teaching, curriculum development, peer reviews, refereeing and/or writing other scholarly publications. Effort associated with OARA during summer months may not be charged to any sponsored project, and instead are covered under the Faculty member's contract.

**Reference: Code of Federal Regulations, 2 CFR 200.430**