

Salary Administration: APM - 662 - Additional Compensation: Additional Teaching

662-0 Policy

Full-time faculty members may receive additional compensation after obtaining pre-approval from the faculty member's department chair for specific additional University of California teaching activities as outlined below. For Additional Compensation: Summer Session, see [APM - 661](#) and for Additional Compensation: University Extension (UNEX), see [APM - 663](#).

662-2 Purpose

Compensation for additional teaching is a privilege that must be consistent with the principles in [APM - 025](#) and [APM - 671](#) and not interfere with normal University duties. As a prerequisite for such additional compensation, the faculty member must carry the full approved teaching load for the department, even if the faculty member normally teaches less. Department chairs must take special care to assure that faculty, especially assistant professors, are able to meet expectations for all their responsibilities in teaching, research/creative work, and University and public service.

662-8 Additional Teaching Eligible for Additional Compensation

Two kinds of teaching are eligible for additional compensation, when beyond the assigned teaching load:

- a. Teaching of matriculated students in self-supporting University degree or UNEX courses and programs (see [APM - 663](#) for UNEX).
- b. Teaching of non-matriculated students, including those in UNEX courses and programs (see [APM - 663](#)) and other continuing education courses and programs run by the University.

662-9 Additional Teaching During Summer Period (other than in Summer Session)

Faculty receiving summer compensation may engage in additional teaching up to the [APM - 025](#) limit of one day per week inclusive of all Category I and II outside professional activities performed.

662-14 Eligibility

Faculty titles covered by this policy are listed in [APM - 110-4-\(15\)](#). Faculty participating in the Health Sciences Compensation Plan are subject to the Plan and local campus Implementing Procedures regarding income from additional teaching. See [APM - 670](#), Health Sciences Compensation Plan and [APM - 671](#), Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants, for additional information on the Plan.

662-16 Restrictions

Teaching activities ineligible for additional compensation are:

- a. Any course assigned by the department chair as part of the faculty member's assigned teaching load, including:
 - 1) A course in a self-supporting degree program (funds from the self-supporting degree program are used to pay for this portion of the faculty member's assigned teaching load);
 - 2) Extra teaching duties assigned in place of research and/or service; or
 - 3) Courses taught in less common modes or locations (e.g., online, off-site, at another campus).
- b. Extra courses that are taken on voluntarily are ineligible for additional compensation.

662-17 Limitations on Time

- a. Time spent on additional teaching during the academic year or when receiving University compensation or University summer compensation will be deducted from the days available for outside activities provided in [APM - 025](#), and as applicable, under [APM - 671](#).
- b. The following rules for calculating time under [APM - 025](#) and [APM - 671](#) must be used, regardless of how much time is actually spent:
 - 1) For traditional or hybrid in-person instructional formats (lectures, discussions), every six contact or "podium" hours spent with students equals one day.
 - 2) For fully online courses, hours will ordinarily be determined under the assumption that online courses require workloads equivalent to the same or similar in-person course formats.
 - 3) The Chancellor may establish types of teaching for which time calculations may vary, e.g., field supervision, practicums, and established online courses producing lower levels of instructor engagement.
- c. Additional teaching hours count toward the limits applicable at the time the teaching takes place. For example, teaching done during the academic year is counted toward the limits that apply during that academic year and may not be paid on a summer-ninths basis. For courses that span the academic year and the beginning or end of the summer or off-duty period, the time shall be allocated in proportion to when the work was performed.
- d. Exceptions to the time limit are not allowed for faculty during any period in which they receive part or all of their salary directly charged to contracts and grants.

662-24 Authority

The Chancellor may grant exceptions to the time limits that shall be confirmed in writing prior to the conduct of additional teaching. Such exceptions may be granted:

- a. When specific individuals teach beyond the limits, or when all individuals are teaching in a specific additional teaching program, such as a self-supporting degree program. Any individual who teaches beyond the time limits assumes full responsibility for ensuring that full-time effort is devoted to regular University duties;
- b. When course assignments are reduced due to other University service, such as serving as department chair;
- c. To the general time calculation rule in APM - 662-17.

Other exceptions to this policy, such as payment for courses taught off-site or conducted in University-sponsored for-profit programs, may be recommended for approval by the Chancellor to the Provost and Executive Vice President.

Revision History

September 23, 2020:

- Technical revision to remove gendered language and to correct minor grammatical errors.

For details on prior revisions, please visit the [Academic Personnel and Programs website](#).