

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Faculty Extra Compensation for Additional Duties and Interim Appointments****EFFECTIVE DATE: February 4, 2002; Revised September 9, 2020; Revised May 10, 2023;****Revised October 5, 2026**

Purpose

The purpose of this policy is to set forth guidelines for providing faculty with compensation in addition to regular pay and for assigning temporary appointments to faculty at Southwest Tennessee Community College (“Southwest” or “the College”).

Definitions

Additional Assignment- Duties assigned by the College that are outside the faculty member’s regular workload or existing job responsibilities and are performed for a defined period.

Extra Compensation- Compensation paid by the College in addition to a faculty member’s regular salary for an approved additional assignment.

Policy

A faculty member may be assigned temporary administrative responsibilities or other additional duties. This temporary appointment may be on a long-term or short-term basis but is still considered a temporary appointment subject to this policy, as opposed to the situation when a faculty member is hired into a permanent administrative position such as a deanship, which requires a twelve-month contract. An interim or temporary appointment remains temporary regardless of duration and does not constitute appointment to a permanent administrative position. When the assignment requires conversion from an academic-year contract to a fiscal-year contract, the conversion and any additional compensation must be approved and documented in writing before the assignment begins.

Temporary administrative responsibilities may warrant an administrative stipend in addition to the faculty member’s established salary. The amount, effective dates, duties, required approvals, funding source, and treatment of compensation when the assignment ends must be stated in a written appointment letter, contract, or contract amendment executed before payment begins. The document must state that the stipend is temporary and will end when the additional responsibilities end unless otherwise approved in writing.

An administrative stipend is separate from conversion of an academic-year salary to a fiscal-year salary. When conversion is required, the College will convert the academic-year salary to its fiscal-year equivalent in accordance with applicable Tennessee Board of Regents (TBR) policy or guideline and the College’s approved compensation procedures, then add any separately approved stipend.

The following illustrates the procedure defined above: a faculty member making \$20,000 on an

academic contract is converted to a fiscal year contract at a salary of \$25,000. In addition, a \$2,500 administrative stipend is added because of additional duties. The total amount of salary is then \$27,500. At the time the faculty member serving as administrator returns to a faculty position on an academic year basis, the administrative stipend will end. Then the base faculty salary is reduced to an academic year contract at a rate no less than 80% of the fiscal year contract. The College may choose to exceed the 80% number on the basis of comparable faculty salaries, including rank, merit, length of service, experience, degrees, and yearly percentage increase in salary.

Upon completion of the temporary assignment, the stipend will end. If the faculty member returns from a fiscal-year appointment to an academic-year appointment, the salary will be converted in accordance with the applicable TBR policy or guideline and the College's approved compensation procedures. Any adjustment above the standard conversion must be supported by documented, nondiscriminatory factors such as rank, relevant experience, credentials, length of service, internal equity, market considerations, and approved salary increases.

To promote consistency and fiscal accountability, extra compensation for additional duties ordinarily may not exceed 20% of the applicable converted fiscal-year salary unless a documented exception is approved by the President and is permitted by applicable TBR policy or guideline. This limit does not apply to compensation for summer sessions or inter-sessions, which is governed by Southwest Policy [5:02:04:10/52](#) and TBR Policy [5.02.02.10](#). A stipend for an interim appointment may not exceed the greater of: (1) the difference between the employee's current salary and the minimum salary for the interim position; or (2) 20% of the employee's current salary, unless a documented exception is approved by the President or designee and is otherwise permitted.

Source of Policy: _____

Responsible

Administrator: VP of People & Culture

5:01:00:01/21;

Related Policy: 5:01:00:01/2; 5:02:04:10/52

TBR Guideline Reference: P-010

Approved: _____



President

Date: October 5, 2026