

Subject:Summer Salary

Date:Fri, 16 May 2008 17:08:09 -0400

From:Dean Smith and the Divisional Deans <secfas@fas.harvard.edu>

To:FAS-Voting-Faculty-list@fas.harvard.edu

Dear FAS Faculty Member,

We are making some changes to the summer salary process this year, based on a recommendation from the FAS Committee on Research Policy (CRP) intended to respond to changing auditing practices of federal agencies. The FAS will transition from a system in which supplemental compensation is paid only in the summer months to one in which that pay is received in multiple installments throughout the year.

To request supplemental faculty compensation this year, please fill out the attached form and return it to Michael Jackson in the FAS Financial Office at 1414 Massachusetts Avenue, 4th floor. Please also note the close deadline for June summer salary payments: forms must be returned by Friday, May 30rd to make the payroll deadline for June.

Details of the new process are incorporated into the new request form (attached). Please note the following key points:

- In this transitional year, the supplemental salary request form will be used for both June, 2008 summer salary, to be paid in a lump sum as in previous years, and for Fiscal Year 2009 salary, including pay budgeted as summer salary for July and August, 2008 and for June, 2009, to be spread across the year in monthly installments. Details of the new scheme will be communicated in a later memo.
- As in previous years, supplemental compensation from all sources will be limited to 3/9 of base salary, but pay from sponsored sources will ordinarily be capped at less than the theoretical maximum in any month, to allow time for non-grant activities.
- Salaries each month will be divided among all requested sources, to reflect actual effort more accurately.
- Supplemental faculty compensation from sponsored sources should be charged to projects on which salary has been requested. A supplemental faculty compensation request in a grant proposal constitutes a commitment of effort that must be fulfilled, whether or not salary is paid for the effort, and any committed effort that is not compensated by the project becomes a cost-sharing burden for the FAS.
- The new process will allow for changes to funding sources and amounts throughout the year. Details will follow in a subsequent communication.

If you have questions about filling out the attached form, please call or email Michael Jackson (5-1526, mjackson@fas) or Alan Long (6-2491, aklong@fas).

Sincerely,

Dean Smith and the Divisional Deans