

Be Boulder.



University of Colorado **Boulder**

Faculty Affairs

Summer Salary Power
Form Training Guide

Petition to Exceed the 1/9 Summer Salary Limit due to Teaching

The Office of Faculty Affairs reviews and approves requests for exceeding the summer salary limit due to teaching.

Faculty Liaisons should submit this petition form in coordination with the faculty member if the faculty member believes that they should be allowed to exceed the 1/9 summer salary limit and teach during the summer due to special circumstances. Note that the 3/9 limit cannot be exceeded.

Please consult relevant information in the following links before submitting this petition form.

[Additional Compensation Guidelines for Faculty](#)

[Summer Salary Guidelines for Boulder Campus](#)

Compensation earned in any given summer month that is derived solely from teaching activities may not be subject to the 1/9 limit. This provision only applies when 1/9 of the faculty's academic year salary is less than what would be earned by teaching a summer course. If you have unique, limited and exceptional circumstances that may merit a waiver of this 1/9 limit, such as when there is a strong curricular need for the teaching of a specific summer course, a written waiver may be requested from the Provost. (This form serves as the waiver.) The salary rates for summer teaching are set by the school/college based on faculty rank. In some situations, 1/9 of a faculty member's salary may be less than the summer rate. To limit the salary to 1/9 for these faculty members would prohibit the opportunity to teach in the summer session. In this situation, the 1/9 rule would not apply, so long as the faculty member is not doing any research during the month, they are teaching the course. However, the 3/9 limit for the full summer still applies.

Link to the Summer Salary Petition Form:


<https://www.colorado.edu/facultyaffairs/content/petition-exceed-summer-salary-limit-due-teaching>

University of Colorado Boulder

Office of Faculty Affairs

ARPAC Faculty Relations FIS FTEP LEAP VCAC

Home A-Z Information Guide Faculty Career Milestones Faculty Achievement

 You must login to view this form.

Petition to Exceed the Summer Salary Limit due to Teaching

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Please consult relevant information before submitting this Petition Form:

See:

[Additional Compensation Guidelines for Faculty](#)

[Summer Salary Guidelines for Boulder Campus](#)

Please Complete the Following: [Contact Us](#)

- Liaison must login using IdentiKey and password to use form.

Office of Faculty Affairs

ARPAC Faculty Re

[Home](#) [A-Z Information Guide](#) [Faculty Career Milestones](#) [Faculty Achievement](#)

Log in

CU Login Name *

liasion identikey

IdentiKey Password *

.....

Log in

- Log in using your IdentiKey and password.

Petition to Exceed the Summer Salary Limit due to Teaching

Faculty Liaisons should submit this petition form in coordination with the faculty member if the faculty member believes that they should be allowed to exceed the 1/9 summer salary limit and teach during the summer due to special circumstances.

Please consult relevant information before submitting this Petition Form:

See:

[Additional Compensation Guidelines for Faculty](#)

[Summer Salary Guidelines for Boulder Campus](#)

Please Complete the Following:

Liaison Information

Liaison Name (First and Last) *

Liaison Email *

- Enter Liaison First and Last Name (should be the person submitting form)
- Enter the Liaison campus email address

Faculty Information

Name (First and Last) *

Campus Email *

Faculty Administrator Approving Petition (Department Chair, Director, Dean)

Name (First and Last) *

Campus Email *

Additional Faculty Administrator Approving Petition (if applicable)

Name (First and Last)

Campus Email

- Faculty Information: *Required*
Name (First and Last)
Campus Email Address
- Faculty Administrator Approving Petition. *Required*

*Depending on your college or school, this is the **Dept. Chair, Director OR Dean** who is approving the summer salary exception.*

- Additional Faculty Administrator: *(if applicable)*
Use this additional approval only if your school or college needs a second level of approval.

CLICK <SUBMIT>

049 UCB
Boulder, Colorado 80309-0049 facultyaffairs@colorado.edu

Petition to Waive the Summer Salary Limit due to Teaching

Submit this petition form if you believe that you should be allowed to exceed the 1/9 summer salary limit and teach over the summer due to special circumstances. Please consult relevant information before submitting this Petition Form:
See: <https://www.colorado.edu/facultyaffairs/career-milestones/policy-resources/campus-policies/additional-compensation-guidelines?searchterm=additional%2520compensation>
https://www.colorado.edu/researchinnovation/sites/default/files/attached-files/summer_salary_procedures.pdf

Compensation earned in any given summer month that is derived solely from teaching activities may not be subject to the 1/9 limit. This provision **only** applies when 1/9 of the faculty's academic year salary is less than what would be earned by teaching a summer course. If you have unique, limited and exceptional circumstances that may merit a waiver of this 1/9 limit, such as when there is a strong curricular need for the teaching of a specific summer course, a written waiver may be requested from the Provost. (This form serves as the waiver.) The salary rates for summer teaching are set by the school/college based on faculty rank. In some situations, 1/9 of a faculty member's salary may be less than the summer rate. To limit the salary to 1/9 for these faculty members would prohibit the opportunity to teach in the summer session. In this situation, the 1/9 rule would not apply, so long as the faculty member is not doing any research during the month, they are teaching the course. However, the 3/9 limit for the full summer still applies.

Date of Request 5/18/2020

Faculty Information

Name Faculty Member Name

Title

Academic Unit

Month that will exceed the 1/9 salary limit

Course Name

Will teaching the course cause the faculty member to go over the overall 3/9 summer salary limit?
 Yes No

How much research pay and at what percentage will the faculty member be receiving during this time period?


Page 1 of Form (filled in by Liaison)

- Date of Request: *(will auto populate with today's date)*
- Faculty Information
 - Name: *(will auto populate with Faculty Name that was entered on power form)*
 - Title:
 - Academic Unit:
 - Month that will exceed the 1/9th salary limit:
 - Type in the actual month that will exceed salary limits (June or July or August)
 - Answer YES or NO to the teaching question.
 - Type in the research pay and percentage information.

SCROLL TO BOTTOM OF FORM AND CLICK <FINISH>

The form will then route to Faculty Administrator to fill in summer teaching exception question and signature.

Page 2 of Form

 University of Colorado
Boulder

Office of Faculty Affairs
Regent Administrative Center
049 UCB
Boulder, Colorado 80309-0049

303.492.5491
facultyaffairs@colorado.edu

Please provide a brief explanation of why this course needs to be offered in the summer, why the faculty member needs this exception, and the potential adverse impact if course is not held and available to students.

Faculty Signature _____ Date _____

Approvals

Faculty Administrator
Name _____ Signature _____ Date _____

Additional Faculty Administrator
Name _____ Signature _____ Date _____

Vice Provost and Associate Vice Chancellor for Faculty Affairs
Name _____ Signature _____ Date _____

- The Faculty Administrator who is approving this petition is required to provide a brief explanation of why this course needs to be offered in the summer, why the faculty member needs this exception, and the potential adverse impact if course is not held and available to students.
- After this is completed by Faculty Administrator, they will click continue and sign form. Click <Finish> at bottom of form. The form then routes to the Faculty member for signature.
- The Approval Signatures will be **auto-populated** with the necessary signatures and initials upon completion in DocuSign.

- DocuSign will send copies of the completed form to all parties on the DocuSign envelope in addition to sending a completed copy to the HRSC – HR Service Center.

Routing of form:

1. Liaison (initiator of form)
2. Faculty Administrator (Chair, Director, Dean) Liaison will determine and enter on power form page 1
3. Additional Faculty Administrator (if applicable)
4. Faculty Member
5. Faculty Personnel Director in Office of Faculty Affairs for initials (this happens automatically)
6. Vice Provost and Associate Vice Chancellor for Faculty Affairs for signature (this happens automatically)
7. HRSC (does not sign, receives a copy only)

Completed: Office of Faculty Affairs - Recruitment Authorization Form Inbox x

Mark Diekhoff via DocuSign <dse_na2@docusign.net>

to me ▾



Your document has been completed

[VIEW COMPLETED DOCUMENT](#)



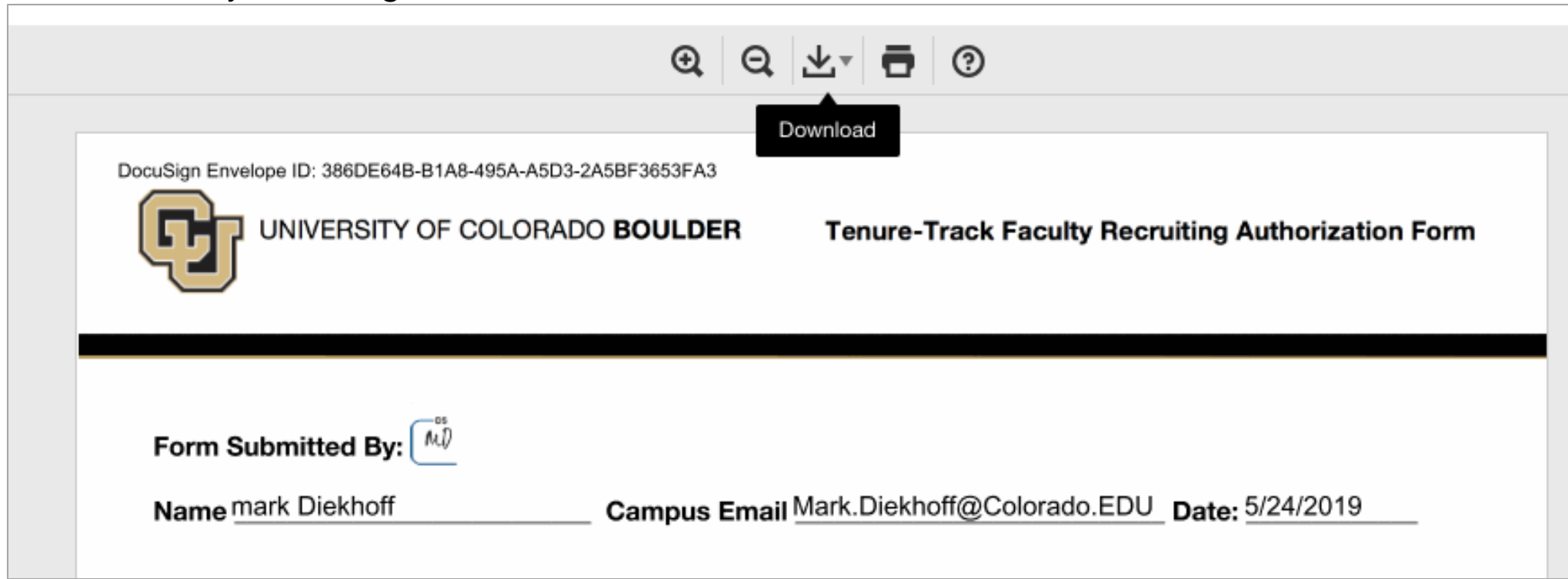
Mark Diekhoff
mark.diekhoff@colorado.edu

All parties have completed Office of Faculty Affairs - Recruitment Authorization Form.

Powered by DocuSign

- Once the Summer Salary form has been signed by all recipients, a completed email notification from DocuSign will be sent to all parties on the envelope in addition to the HRSC – HR Service Center.

- Like all DocuSign documents, you will be able to save the Summer Salary form as a PDF by selecting Download.



To track the Summer Salary Petition Form the liaison should sign into their DocuSign account.

For any questions or concerns, please contact Carolyn Tir at: carolyn.tir@colorado.edu