



11.2.2.1 Faculty

Policy Statement

Pursuant to the policies of the University System of Georgia, The University of Georgia shall prepare an operating budget for educational and general activities and an operating budget for auxiliary enterprises for the institution for each fiscal year within the limit of funds allocated plus estimated internal income of the institution. This includes the employment of individuals in executive, professional, administrative, staff and academic positions.

Reason for policy

The University of Georgia budget is designed as a comprehensive fiscal plan for implementing its mission as a land-grant and sea-grant University with statewide commitments and responsibilities, as the State's oldest, most comprehensive, and most diversified institution of higher education. Our motto, "to teach, to serve, and to inquire into the nature of things," reflects the University's integral and unique role in the conservation and enhancement of the State's and Nation's intellectual, cultural, and environmental heritage. The implied values of the budget as a comprehensive fiscal plan for the institution include accountability, efficiency and efficacy.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

There are no forms associated with this policy.

Additional contacts

Policy Contact: Budget Office

Phone Number: 706-542-2802

Email: budgets@uga.edu

Policy definitions

The University of Georgia adheres to the definitions offered by the Board of Regents of the University System of Georgia.

Faculty shall consist of the corps of instruction and the administrative officers as defined in Section 300 of the Policy Manual of the Board of Regents of the University System of Georgia.

Extra Compensation for faculty and staff - In accordance with Board of Regents policy, extra compensation may be paid to faculty and exempt University staff for participating in appropriate University instructional, research, or service activities when all four of the following conditions are met:

- I. The work is carried in addition to a normal full load;
- II. No qualified person is available to carry the work as part of his/her normal load;
- III. The work produces sufficient income to be self-supporting;
- IV. The additional duties are not so heavy as to interfere with the performance of regular duties.

When extra compensation is paid, it shall be in line with compensation paid for performance of the employee's normal duties. Prior to scheduling work for which extra compensation could possibly be paid to University faculty and exempt

staff employees, approval must be obtained in writing by completing the form available through Human Resources for this purpose.

Limitation of Summer Faculty Pay - A faculty member teaching on an academic (9 month) contract may receive payment for teaching summer school sessions in addition to the payment received for the academic (9 month) contract. The payment for teaching summer session classes may not exceed 33 1/3% of the previous academic (9 month) contract. For more information contact the Payroll Office.

For additional information see the Human Resources Policy:

<http://www.policies.uga.edu/FA/nodes/view/1120/Types-of-Employment>

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Associate Vice President - Finance Division

Policy Owner: Budget Division

Policy Contact: University Budget Office

Phone Number: 706-542-2802

Email: budgets@uga.edu

Record Retention

Description: This series includes: operating budget expense by categories and functions report; estimated gifts, grants, contracts and clearing account summary report; student fee income and application of funds report; statewide public service source and application of funds; other reports specified by the Chancellor's Office; and institutional budget preparation instructions.

Retention: Annual operating budget: PERMANENT; All other records: 7 years.

Policy Appendices

There are no appendices associated with this policy.

FAQs

There are no FAQs associated with this policy.

Related information

See the University System of Georgia Board of Regents Business Procedures Manual for Original Budget:

http://www.usg.edu/business_procedures_manual/section8/manual/8.5_original_budget

See the University System of Georgia Board of Regents Policy Manual for additional details about operating budget policies and budget amendment policies:

BOR Policy Manual

See the University System of Georgia Board of Regents Business Procedures Manual for additional details about operating budget processes and budget amendment processes:

http://www.usg.edu/business_procedures_manual/

See the University System of Georgia Board of Regents Records Management and Archives for additional details about records retention:

http://www.usg.edu/records_management/

Policy Dates

Effective Date:

Date Last Updated: 04/18/2017

Date of Last Review:

Date of Approval:

Previous Version of Policy: