

# Summer Salary Guidelines for Boulder Campus

## Spring 2024

### 1. Purpose

The purpose of these guidelines is to provide the information necessary to understand and apply the summer salary rules for academic year (AY) faculty.

### 2. Overview

For academic year appointed faculty, [campus guidelines allow](#) for the maximum of an additional 3/9<sup>ths</sup> of  
1  
including summer teaching, scholarly and creative work

C. Summer Teaching and Research Job Codes

Please note that use of the new Summer Teaching and Research job codes is for permanent active AY faculty receiving summer research and/or teaching compensation. More information on these job codes can be found in the [Summer Job Codes Guidance](#) document located on the Summer Resources section of the [Academic Resources web page](#).

HCM workflow requires final approval from Faculty Affairs on faculty appointments. Summer appointments should be entered as soon as possible to allow sufficient time for payroll transactions the ePAR approval moves to Faculty Affairs.

- 1100SR: Distinguished Professors Summer Research or other
- 1101SR: Professor Summer Research or other
- 1102SR: Associate Professor Summer Research or other
- 1103SR: Assistant Professor Summer Research or other
- \*1104SR: Senior Instructor Summer Research or other
- \*1105SR: Instructor Summer Research or other
- 1449SR: Artist in Residence Summer Research or other
- 1442SR: Scholar in Residence Summer Research or other

- 1100ST: Distinguished Professor Summer Teaching
- 1101ST: Professor Summer Teaching
- 1102ST: Associate Professor Summer Teaching
- 1103ST: Assistant Professor Summer Teaching
- \*1104ST: Senior Instructor Summer Teaching
- \*1105ST: Instructor Summer Teaching
- 1449ST: Artist in Residence Summer Teaching
- 1442ST: Scholar in Residence Summer Teaching

*\*Please note: Teaching Professor track job codes are not available to use for summer 2024; please use the Instructor job codes as notated above.*

D. Administrative job codes

- 1428: Assoc Dean-Faculty
- 1429: Asst Dean-Faculty
- 1433: Director-Faculty
- 1434: Assoc Director-Faculty
- 1435: Chair
- 1436: Assoc Chair
- 1446: Director-Institute
- 1450: Endowed or Named Professor
- 1451: Endowed Chair

### 3. Calculating Summer Pay

The summer salary guidelines and examples outlined in this section describe the technical aspects of applying the 3/9<sup>ths</sup> rule to ensure compliance with federal and University policies, and that the faculty member earns the maximum allowable summer salary. These guidelines are applicable to all units on

effective in January<sup>1</sup>. Please use the 39ths Summer Calculator and Request Form (2024 edition) found at <https://www.colorado.edu/academicaffairs/academic-resources> to help plan and calculate the appropriate summer salary.

Note that for faculty involved solely with summer teaching, the [Summer Salary Request Form](#) is not required. Faculty who are engaged in summer teaching plus research or research only are required to use the [Summer Salary Request Form](#) to furnish detailed information regarding their intended summer salary. ALL appointments from ALL campuses must be included to allow the department chair/faculty director to determine that the 3/9<sup>ths</sup> limits are not exceeded.

***Example A: IBS for Faculty with AY Administrative Position***

month they serve in these capacities. The entire administrative salary cannot be paid out during the 9-month academic year period as doing so violates a State Fiscal rule that prohibits salary from being paid before it is earned. Therefore, summer salary for those faculty with 12-month administrative appointments will be charged to the administrative pay source and the remainder, up to the maximum 1/9<sup>th</sup> or 3/9<sup>th</sup> IBS amount, can be charged to research and/or teaching pay sources.

**Example C: Faculty with 12 Month Administrative Position**

At the end of their department, a 12-month administrative position, which pays 21% of their academic year salary or \$22,680 (\$108,000 x 21%). The total IBS for the academic year is \$125,010 (\$108,000 + (\$22,680 x 75%) and includes a January merit increase. The maximum they can earn during the summer months is \$41,670 (\$108,000 / 9 + \$17,010 / 9 = \$13,890 x 3). The monthly compensation earned for the chair stipend during the summer (\$1,890) is part of the 3/9<sup>ths</sup> of IBS summer salary limit so the maximum monthly available for charging to sponsored projects is \$12,000 (\$13,890 - \$1,890) per month.

	Prof Salary (Academic Year Base Salary) (A)	Department Chair (12 mos CY appt) (B)	IBS (A+B)	Allowable Summer Earnings (A+B)
AY	\$108,000	\$17,010 (=\$108,000*.21)/12*9	\$125,010	n/a
Max summer earnings	\$36,000 (=\$108,000/9*3)	\$5,670 (=\$17,010/9*3)		\$41,670 (=\$125,010/9*3)
Max summer research earnings	\$36,000 (=\$108,000/9*3)	\$0		\$36,000 (=\$108,000/9*3)

**Begin and End Dates for Calculating the 3/9<sup>ths</sup> IBS Total**

The 3/9<sup>ths</sup> limit is based on compensation earned in one calendar year (see the diagram below). Summer compensation earned mid-May through mid-August must be within the 3/9<sup>ths</sup> salary limit with no more than 1/9<sup>th</sup> earned in June and July (see exception below for teaching ).



*research during the month of July. However, they will need to reduce the amounts they can earn in August 20xx and June 20xy to stay in compliance with the 3/9<sup>ths</sup> of IBS rule.*

<b>Changes</b>	<b>Date</b>	<b>Approved By</b>
Adopted		
Reviewed	4/16/2021	Denitta Ward