

Office of the Dean  
McCormick School of Engineering & Applied Science  
Northwestern University  
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### **McCormick Policy on Extra Pay**

Faculty at McCormick are exceptional resources for the School and the University. As a consequence, they are often asked to take on extra responsibilities in the form of a directorship of a McCormick or a University center or to teach courses outside of their normal departmental teaching load. In some cases, these extra responsibilities carry with them extra pay or reduced teaching loads. On the other hand, the primary responsibilities of faculty are departmental teaching, research, advising, and other administrative (professional or departmental) duties. To avoid conflicts of commitment and assure that additional commitments taken on by a faculty member do not adversely affect his/her primary responsibilities, the following policy prescribes certain limitations on extra pay and extra teaching.

- Faculty may receive extra pay for teaching above and beyond their normal departmental teaching load, such as in professional MS programs. The rate of pay for this extra teaching should not exceed 125% of the average rate of pay offered to individuals from outside of the University hired as adjuncts in the same program. Faculty may not receive extra compensation to teach courses that are part of their normal teaching load (as determined by the Chair for the Department faculty and by the Dean for the Chairs).
- Faculty may receive extra pay for no more than one course beyond their normal teaching load in any academic year. Exceptions require a formal request from the Department Chair to the Dean indicating the nature of the exception and why it is beneficial to the Department and McCormick.
- The Department Chair and Dean's office must approve any appointment involving teaching or administration that will result in extra pay. This is accomplished using the Advance Request for Additional Pay form for teaching in professional MS programs, via an appointment letter from the Dean's office for tasks within McCormick, or via a letter copied to the Dean and Department Chair for appointments outside of McCormick.
- At the option of the Department Chair, faculty may teach courses outside of the typical departmental teaching (for instance in a professional MS program) as part of their normal teaching load as long as there is compensation for the teaching that is paid directly to the department rather than to the individual.
- Depending on the level of responsibility and at the discretion of McCormick and the University, faculty may receive extra compensation for directorships of institutes, professional MS programs, and research centers. Compensation is based on the level of responsibility and the availability of funds as determined by the Vice President for Research for University-level

directorships or by the Dean for McCormick directorships. Such compensation must be approved by the Dean.

- Faculty may receive either extra pay or course teaching load reduction, but not both, for a directorship or for a significant administrative assignment. The teaching load may not be reduced to less than two-thirds of the normal load, which is three or four courses per year for research-active faculty in most departments.
- The total combined additional compensation from Northwestern during the academic year for teaching, directorships, and any other extra activities normally may not exceed 25% of the faculty member's base academic year salary, regardless of the number of extra activities. The value for extra pay is based on the assumption that extra activities within the University replace no more than one day per week of consulting that is available to faculty. That is, one day per week set aside for consulting and four days per week for University work suggests that consulting, or its replacement with extra University work, represents 20% of base academic year salary. Increasing this amount to 25% represents the acknowledgment that such extra activities have a significant value added to McCormick.
- Faculty who receive substantial additional compensation during the academic year for teaching, directorships, and any other extra University activities are expected to use judgment with regard to the level of time committed to consulting. Thus, consulting activity should be at a reduced level when significant extra teaching or directorship activities are undertaken.
- Exempt staff may earn no more than 15% of their annual base salary for teaching or other activities within the University that are not included as part of their regular staff responsibilities. Such activities and/or the preparation of lesson plans and presentations may not take place during regular business hours. Non-exempt staff are governed by the rules established by NU Human Resources.

This policy is intended to protect the productivity and quality of the mainstream activities that are the primary obligation of full-time faculty and staff. These duties may not be avoided in favor of extra-pay activities. Department Chairs should assure that faculty members perform their regularly assigned duties, and the department's teaching and service obligations are met before approving any request for extra pay for additional Northwestern activities. The Dean will consider such extra-pay activities as a part of the annual performance review process and may deny extra pay opportunities if they clearly interfere with normal faculty duties and responsibilities.