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## Summer Effort for Faculty with 9-Month Appointments

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### Summer Supplements

Faculty on nine-month appointments may earn up to three-ninths of their academic year\* salary as supplements through the Duke University payroll system for effort and activities conducted during summer months.

### I. Guidance Statement

Non-medical faculty members on nine-month appointments may receive summer supplements through the Duke payroll system up to a maximum of three-ninths (3/9ths) of their base salary rate for the immediately preceding academic year. Summer supplements may come from a variety of sources (including University and non-federal) and may be paid over the span of the four months designated as outside of the academic year (as summer supplements are calculated for the fiscal year, rather than the calendar year the payments will be for: July, August, May and June). However, if faculty receive summer supplements as a result of effort expended on federally-sponsored projects, the supplements must be booked and paid under the following conditions:

- 1) For any one month, faculty may charge no more than 75% of their effort to federal grants and contracts, including federal flow-through dollars. The distribution of pay should reflect the effort expended.
- 2) Over the four months, faculty may receive no more than two and a half ninths (2.5 effort months) from federal sources, including federal flow-through projects. Faculty may receive the remaining one-half ninth from institutional or non-federal funds.

An exception to the above conditions may exist when a faculty member is conducting field work or other off-site research during the summer. In these cases, faculty may devote 100% effort to their project(s), even those that are federally-funded. Such instances should be supported through adequate documentation, such as receipts, air travel, etc. that would be sufficient to verify the faculty member's activity in the event of an audit.

*Implications for academic year effort:* Faculty may commit, perform, and receive compensation from federal and non-federal sources during the academic year. The distribution of pay should reflect the effort expended; therefore, faculty may commit and perform effort during the academic year and charge it to their grants. Practices for committing and managing effort on federal and non-federal funds during the academic year, and approaches to shared salaries, should be consistent within the faculty member's organizational unit, such as department, school or institute as applicable.

### II. Reasoning

Federal sponsors have emphasized the alignment of effort and compensation. By applying this policy, Duke University is providing faculty with the ability to recover a full three-ninths of salary from federal sources and have the distribution of payments to reflect effort expended.

*\*Note: Duke University defines an Academic Year as September through August; however, Summer supplements are calculated according to the fiscal year which is effective July through June.*