

## WPI Faculty Handbook: Chapter Eight - Certain Policies on Faculty Benefits and Opportunities

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## Chapter Eight - Certain Policies on Faculty Benefits and Opportunities

### I. Consulting Policy

(Faculty Handbook, 1980)

The University encourages members of the faculty to do consulting work and, where appropriate, to expand consulting activities into on-campus research programs.

Participation as a consultant for extra compensation should be cleared with the Department Head concerned, and while time is made available for such participation, it must not substantially detract from full-time salaried responsibilities to the University.

Ordinarily, outside consulting work or participation in a university-industry program for extra compensation should not exceed the equivalent of one day per week. Participation in industry-sponsored programs requiring the equivalent of more than one day per week should be undertaken with released time from teaching with no additional compensation beyond the "one day equivalent." Each member of the faculty who undertakes consulting work or research is encouraged to seek that kind of activity which will enhance his or her long-range professional development.

In work for industry, routine testing in competition with established commercial testing laboratories is discouraged, unless no commercial testing facilities are reasonably available. More than casual use of University facilities for outside consulting work is discouraged. Where the Department Head believes that such use is justified, the Director of Research Administration must be consulted and a formal contract should be entered into between the University and the client to be sure that appropriate charges are made. Modest use of special campus facilities should compensate the Department for such use.

In all work with industry, arrangements should be made with the sponsor to permit adequate publication of results, where appropriate, without jeopardizing the proprietary interests of the sponsor.

### Endorsements and Letterhead

The University letterhead is not to be used for promotion of one's own business interests or for any purposes other than University business.

## II. Summer Supplemental Salary

(Modified, *April 14, 2011* and *October 14, 2011*)

### Support Provided by Institute Funds

Compensation for summer academic activities (including independent study courses, project work and thesis advising) and summer educational youth programs (e.g., Frontiers, STRIVE, and GEMS) will be paid on a lump sum basis. Payment will be made on the last business day of the month in which the activity ends. These will be coordinated by the Summer Programs Office.

Payroll Authorization forms should be submitted to the Provost's office by the respective Department Head for faculty assigned administrative summer responsibilities (e.g., Acting Head, etc.).

First- or second-year faculty members scheduled to receive summer support should contact the Provost's office before June 1 of the year(s) in which the summer support is to be paid.

### Sponsored Research/Restricted Accounts

WPI policy allows faculty members with summer salary and employee benefits budgeted on a sponsored project to receive supplemental income.

Monthly compensation for work performed during the summer will be paid at the rate of 1/9 of the faculty member's regular academic year salary.

Authorization forms for summer salary to be charged to sponsored or restricted accounts must be completed, approved by the Department Head, and forwarded to the Provost's office before the 10th of the month in which the salary is to be paid. Faculty members may indicate whether or not pension (TIAA/CREF) contributions should be made and charged to the grant.

Please check with the Office of Sponsored Programs regarding any restrictions on the total amount of supplemental pay allowed by a particular contract or grant.

### Compensation Limitations

WPI place no restriction on maximum faculty compensation. Additional duties may receive additional compensation beyond the regular monthly rate. However, faculty with sponsored research projects must comply with limitations on compensation or "total effort" imposed by the granting agency.

Payment for teaching and research activities must be received as salary. From time to time contributions may be made to faculty members' professional development

accounts but these deposits may not be taken in place of salary. WPI does not contribute to faculty pension plans for summer academic (non-research) activities.

### **III. Retirement Plan**

Faculty are required to participate in WPI's retirement plan on the first day of the month following completion of twelve months of continuous service, if in an eligible class of participants, and working at least 1000 hours per calendar year. The waiting period will be waived for anyone with one year of continuous service as a non-student at any non-profit educational organization or teaching hospital, or already participating in TIAA/CREF immediately prior to the start of employment at WPI.

Detailed information on WPI's Retirement Plan is available in the "Summary Plan Description" available in the Human Resources office.