

Motion to Update the Faculty Handbook to Accommodate Biweekly Pay

Date: November 12, 2025

To: WPI Faculty

From: Committee on Governance (COG) (Prof. Gillian Smith, Chair)

Re: Motion to update the faculty handbook to accommodate biweekly pay

Motion

The Committee on Governance and I move that the following Faculty Handbook sections be modified as described below:

- **CHAPTER EIGHT (CERTAIN POLICIES ON FACULTY BENEFITS AND OPPORTUNITIES), SECTION 2 (SUMMER SUPPLEMENTAL SALARY)**
- **APPENDIX A – SAMPLE APPOINTMENT LETTER FOR TEACHING PROFESSORS AND INSTRUCTORS**
- **APPENDIX B – SAMPLE APPOINTMENT LETTER FOR PROFESSORS OF PRACTICE**

Additional text is highlighted in **yellow**, removed text is in **red-strikethrough**.

Chapter Eight – Certain Policies on Faculty Benefits and Opportunities

2. Summer Supplemental Salary

(Modified, **November 12, 2025** ~~April 14, 2011 and October 14, 2011~~)

a. 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 pay date that corresponds to the pay period that includes when** 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.

b. 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** calculated at the rate of 1/9 of the faculty member's regular **base** academic year salary for each summer month of work and will be paid according to the standard pay schedule.

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.

c. Compensation Limitations

WPI places no restriction on maximum faculty compensation. Additional duties may receive additional compensation beyond the regular **monthly base salary** 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.

Appendix A – Sample Appointment Letter for Teaching Professors and Instructors

(Approved by the Faculty, **November 12, 2025** ~~May 6, 2021~~)

Dear [Name]:

On behalf of Worcester Polytechnic Institute ("WPI"), and upon the recommendation of [Dean] and [Department Head and/or Program Director], I am pleased to offer you a non-tenure appointment with the following details:

Term of Appointment: [1 / 3 / 3 / 5 / 5+] years (Secured Contract)

Title: [insert]

Department: [insert]

Salary: [insert]

Official Hire Date: [insert]

Appointment (on campus) Official Hire Date: [insert first day of academic year]

Our [Year/Year] academic year begins on [Date] and ends with Commencement on [Date].

Faculty salaries are distributed on a standard pay period over a 12-month period. ~~paid in twelve (12) equal monthly installments on the last business day of each month.~~

Appendix B – Sample Appointment Letter for Professors of Practice

(Approved by the Faculty, November 12, 2025 ~~May 27, 2021~~)

Dear [Name]:

On behalf of Worcester Polytechnic Institute ("WPI"), and upon the recommendation of [Dean] and [Department Head and/or Program Director], I am pleased to offer you a non-tenure appointment with the following details:

Term of Appointment: 5 years

Title: [Professor of Practice]

Department: [insert]

Salary: [\$ insert]

Official Hire Date: [insert]

Employment (on campus) Start Date: [insert]

Our [Year/Year] academic year begins on [Date] and ends with Commencement on [Date].

Faculty salaries are distributed on a standard pay period over a 12-month period. ~~paid in twelve (12) equal monthly installments on the last business day of each month.~~

Rationale

Effective October 1, 2025, WPI has transitioned to a biweekly pay structure for all exempt employees, including faculty. This change was necessary for operational and legal reasons. The new pay schedule means employees are paid in 26 installments across the calendar year. However, the Faculty Handbook makes reference in multiple places to monthly pay. The proposed changes to the handbook now make reference to "pay periods", which more accurately reflects current practice and should be more "future proof" to changes in the future.

Additionally, there is an update to the Handbook language on summer salary regarding drawing retirement contributions from grants. This has not been permissible operationally and the language was out of date, so it has been removed.

None of the changes being made alter the total compensation for faculty, neither for normal 9-month academic pay nor summer salary pay.

Implementation

WPI's transition to biweekly pay was effective October 1, 2025 so once approved, the changes in the motion take effect immediately.