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May 11, 2001
July 11, 2002
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Reviewed: July 10, 2012
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Next Scheduled Review: July 30, 2019

PROCEDURE STATEMENT

This procedure establishes criteria for participation in a salary augmentation programs for employees with faculty or faculty equivalent titles in Texas A&M AgriLife Research (AgriLife Research). The purpose of this program is to recognize outstanding performance on the part of these employees.

REASON FOR PROCEDURE

This procedure is required by System Regulation 31.01.01, *Compensation Administration*.

PROCEDURES AND RESPONSIBILITIES

1.0 GENERAL

- 1.1 The salary augmentation plan will hereafter be referred to as the Salary Enhancement Program (SEP). SEP is primarily designed for faculty without teaching appointments.
- 1.2 Faculty with administrative appointments are not eligible for participation in SEP. For purposes of this procedure, “base salary” is defined as an employee’s salary before approval to participate in the SEP.

2.0 APPROVAL TO PARTICIPATE

- 2.1 Approval for participation in these plans will be determined on an individual basis, with recommendations, as applicable, from the Unit Head and the approval by the Director or designee.
- 2.2 Recommended names and source of funds are to be submitted to the Director for approval prior to the beginning of the fiscal year. Approved salary increases will be effective September 1. All sources must be approved by the department head as appropriate and allowable and free of any potential conflict of interest.
- 2.3 Agreements will be documented in writing between the faculty member and the respective Unit Head and forwarded to the Director or designee. Agreements should state term dates and salary amounts. A copy of the approved agreement must be attached to the payroll action. A sample letter of agreement is attached ([Attachment A](#)).
- 2.4 Approval to participate in the SEP is not automatic and will be contingent upon a faculty member demonstrating continuing quality research, outstanding job performance, and availability of funds, including ensuring that operating funds are not eliminated or unrealistically reduced to support the salary enhancement.

3.0 ELIGIBLE SOURCES OF FUNDS FOR SEP

- 3.1 Eligible sources of funding for SEP are limited to active contracts/grants (non–federal and non–state sources) and residual funds. Contracts and/or grants must include authorization to use grant funds for faculty salaries and will pay their proportionate share of benefits in the months that salaries are funded from these accounts. State and Federal appropriations are ineligible sources for funding SEP.
- 3.2 All grant sources must be identified and have sufficient funds to meet the annual salary and benefit requirements by September 1.
- 3.3 Salary increases are granted in recognition of outstanding performance. The mere fact that a grant allows an increase is not justification for approval of SEP.

4.0 SPECIAL CONSIDERATIONS

- 4.1 SEP participants do not elect a less than 12–month appointment and will be considered 12–month faculty.
- 4.2 SEP increases may not exceed 20% of annual base salary.
- 4.3 Termination of the SEP agreement can be requested at any time by either of the parties.
- 4.4 All SEP agreements terminate on August 31. Upon expiration of the agreement, annual salary will revert to the base salary rate plus any salary increase received on the base portion of the salary during the period of the agreement. Future approvals will depend upon future performance.

5.0 OTHER SALARY ADJUSTMENTS

- 5.1 During the SEP agreement period, faculty will continue to be eligible for any other salary adjustments as applicable according to System policy and regulation, and guidelines of AgriLife Research.
- 5.2 In the event the funding for the SEP salary increase becomes unavailable during the agreement period, other eligible external funds may be substituted with approval by the Director or designee. If other funds are not available, the salary augmentation will be terminated immediately, and the salary will revert to the base salary for the remaining months of the fiscal year.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[System Policy 31.01, Compensation](#)

[System Regulation 31.01.01, Compensation Administration](#)

[AgriLife Research Rule 31.01.01.A1, Compensation Administration](#)

CONTACT OFFICE

For questions, contact AgriLife Human Resources at 979-845-2423.