



SUMMER SALARY

Approved: June 7, 2021
Revised: August 19, 2021

Next Scheduled Review: June 7, 2026

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GUIDELINE SUMMARY

Texas A&M University (TAMU) College of Agriculture and Life Sciences (College) has recognized the need to provide guidance to faculty who have appointments of less than 12 months and who choose to receive compensation during the period not covered by their academic base appointment.

PROCEDURES AND RESPONSIBILITIES

1.0 GENERAL

Faculty, regardless of the length of their academic base appointment (9, 10, or 11 months), are evaluated based on productivity throughout the academic year, which includes the fall, spring and summer semesters, and, other than university holiday and inter-semester breaks, are expected to engage in scholarly activity, mentoring graduate students, and service to the institution, as needed.

Extramural funds support sponsor-approved research objectives and often involve faculty time and effort during the summer months. Salary charges to sponsored projects must be allocated when the actual effort occurs and must subsequently be certified on the faculty member's effort report(s). Committed effort on a sponsored project should be devoted exclusively to the activity supported by that sponsored project. Other activities performed during the summer months, for example academic activities, personal leave, or writing new proposals, may not be charged to sponsored projects. It is the responsibility of each faculty member to avoid conflict of commitment.

The department head may also assign a faculty member a summer classroom teaching appointment or assign other duties essential to the academic mission of the department that are compensated outside of the faculty member's base appointment.

2.0 PAYMENT OF SUMMER SALARY

Faculty may cover their salary from extramural funds for up to 11.5 months of salary for the fiscal year without additional approval. To avoid conflict of commitment, faculty who wish to cover their salary for a total of 12 months must request approval and provide written assurance that they will not be taking paid personal leave when vacation ineligible. AgriLife highly discourages faculty from taking twelve months of salary when they are ineligible for paid vacation due to the likelihood of a conflict of commitment occurring.

For a faculty member with a 9-month base appointment, no more than 2.5 months during this period may be charged to sponsored projects from federal (federal grants, federal formula funds and part 06 IDC accounts) and state sources, either directly or via subcontracts. In addition, part 06/07 specific details are:

AgriLife Research (06)

Federal Formula funds are Hatch, Multi state, McIntire Stennis Animal Health and match accounts. These are in account range 06-1Y8XXX, 1Y61XX, and 59XXXX. SRS-managed federally sponsored

contracts and grants are in the 06-5XXXXX range. SRS-managed non-federal sponsored contracts and grants are in the 06-4XXXXX range. IDC accounts are in the 06-24XXXX range.

AgriLife Extension (07)

No federal E&G funds may be used. All but 0.5 months can come from federal grants across all sourcing.

The remaining 0.5 month of salary not covered by federal or state sponsored projects may be sourced from other funds. This includes discretionary or endowment funds (where salary is permitted), sponsored activities funded by private sponsors, or other internal funds.

For faculty with base appointments of more than 9 months, of the possible effort available to be funded by federal and state sponsored projects (in months), at least 0.5 months must be paid by alternate sources, as described for 9-month appointments above.

Summer salary paid by academic programs may be used to account for the 0.5 month, if approved by the dean and no personal leave is taken during that period.

Summer salary must not exceed the individual's institutional base salary (IBS) for an equivalent length of time during the preceding academic year. Summer salary may be capped at a level below a faculty member's IBS by some agencies (e.g. NIH). In that case the cap applies to the entire salary paid from sponsored projects for that month, whether or not that agency is the sole source of support.

The [Summer Salary Request](#) form must be used to approve and/or document all faculty requests for summer salary support.

The department head must issue a letter of appointment that documents the duties and expectations of a summer appointment. Alternatively, a statement of the length of a summer appointment and duties associated with a summer appointment can be included in the faculty annual appointment letter if salary sources are known at the time the annual appointment letter is issued.

Tenured and tenure-track faculty in the College are expected to contribute to graduate education by mentoring graduate students and it is expected that graduate assistantships are budgeted in extramural grants and contracts. Under no circumstances can salary budgeted to support current graduate assistants be redirected to support faculty summer salary.

3.0 PERSONAL LEAVE DURING SUMMER APPOINTMENT

Faculty in the College of Agriculture and Life Sciences do not accrue vacation. A faculty member with a less than 12-month appointment may take time off after the appointment period ends (e.g., summer for a 9-month faculty), and may take time off during the appointment term for university holidays and inter-semester breaks, but faculty are expected to engage in scholarly activity, mentoring graduate students, and service to the institution, as needed throughout the academic year, which includes the fall, spring and summer semesters.

When 12 months of salary is requested, a faculty member must certify that he/she has only taken off (or will only take off) university holidays and inter-semester breaks.

The number of days in inter-semester breaks may vary from year to year, but normally there are 9 days of inter-semester breaks in the summer. For all faculty members with any length of summer appointments, an equivalent number of days may be taken off anytime during the summer months of the effort reporting period in which they occur when no additional duties are scheduled (such as teaching, graduate student preliminary exams or defenses, and required meetings). However, they should not be used as a block in a month in which salary is paid entirely from federal or state-sponsored projects. In that case a corresponding portion of effort should be paid from other sources.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[Office of Management and Budget \(OMB\) Circular 2 CFR 200](#)

[Texas A&M University SAP 15.99.99.M0.02, Conflict of Commitment](#)

VPR Guidelines for Avoidance of Conflict of Sponsored Effort Commitment and Compensation

[Summer Salary Request](#)

CONTACT OFFICE

For questions, contact the Office of the Executive Associate Dean, College of Agriculture and Life Sciences, at 979-847-9325.

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