Appendix 1

Definition

Institutional Base Salary (IBS)

IBS is the annual compensation paid by the University for an employee’s appointment. This appointment includes research, teaching, patient care, service, administration, summer session teaching, summer salary to work on sponsored agreements, and Continuing Education commitments for academic credit. During a fiscal year, IBS of an employee generally will not change. However, it may be changed in limited circumstances such as:

- The employee’s formal appointment and required professional effort is changed from full-time to part-time, from part-time to full-time, or from one required level of part-time to another required level of part-time.
- The employee receives an increase or decrease in salary as a result of assuming, or relinquishing, specific academic or administrative duties; e.g., serving as a department chair or program director.
- The employee receives a salary increase as a result of a retention or equity adjustment, promotion in rank, or change in employment responsibilities.

Excluded from IBS are the following:

- The employee receives an adjustment for work performed on a temporary basis that is in addition to the individual’s regular departmental workload as defined by the respective chair and dean and in accordance with approved and published departmental and college/school policy. Payment of overload assumes it is not practicable to reduce the individual’s regular workload. The overload adjustment must be on a temporary basis not to exceed one fiscal year and will generally not be greater than 20% of the individual’s regular contract salary. Overload appointments may be renewed depending on circumstances with approval of the respective chair, dean, and Vice President for Academic Affairs (VPAA) or Vice President for Health Affairs (VPHA). For the VPHA, the President’s approval is also necessary.
- Incidental work compensation – compensation for a minor amount or casual occurrence of work, in excess of an employee’s appointment.
- Income that an individual earns outside of the University, such as consulting, service on a peer review panel, or leadership in a professional organization.
- Income under performance incentive plans (teaching awards, productivity-based patient care, and grant writing workshops).

For purposes of time and effort reporting on all grants and contracts, only IBS shall be used. Salary excluded from IBS must be paid from funds other than those derived from grants or contracts.