



Academic Affairs Administrative Handbook

Faculty Stipend for Summer Committee Work

Background: In 2015, the TCU Faculty Senate Committee on Committees successfully advocated to the Provost for a process to provide a stipend to faculty members hired for a 9-month appointment (typically mid-August to mid-May) who are asked to perform committee work during the months they are not under contract (typically mid-May to mid-August). This issue is particularly common for faculty members serving on the Academic Appeals Committee and the Scholarships and Financial Aid Committee, but occasionally also impacts faculty serving on other committees. The description below details the agreement that was put in place at that time. The process that follows describes how to request this stipend.

- If a University committee must meet in the summer months, the committee chair will be responsible for convening and determining what constitutes a quorum of members.
- Technologies such as Zoom or Skype are acceptable ways to convene.
- All members not hired for a 12-month contract who serve should be compensated for their service on a per diem basis.
- The Committee on Committees suggested that compensation be comparable to that for other forms of summer service - for example, leading discussions of the Common Reading.
- As of May, 2021, the per diem amount is \$100 per day irrespective of the length of time the committee is convened.

Process:

- Following the committee meeting, the Chair will send to the Associate Provost for Planning, Budget, and Operations a list of each committee member who attended the committee meeting.
- The Associate Provost will prepare and sign a PAF for the stipend to be paid to the appropriate individuals.
- Faculty and staff members hired for a 12-month appointment are not eligible for this stipend.
- Stipends are only approved for service on a "University Committee" as outlined in the TCU Faculty/Staff Handbook.
- Students are not eligible to receive the \$100 payment.