

**Overbase**  
Policy

Overbase refers to any formal teaching or secondary appointment activity that is performed in addition to a faculty member's nominal teaching load. The majority of overbases are performed by full-time faculty; staff members who wish to teach a course for additional salary must obtain approval from the Dean. Part-time faculty, with few exceptions, are not eligible for overbase.

The Department Chair must give final departmental approval of the overbase assignment, in the form of his or her signature on the overbase request form. Overbase requests will not be processed or honored until the written form, initiated by the academic department, has been submitted.

Overbases are paid out over four pay periods, and must be paid out within the time that the faculty member is teaching the course. Thus, payments for course overbases taught in the Fall semester must be paid out from the September – December pay periods, while course overbases taught in the Spring semester must be paid out from the January – April pay periods. Some exceptions exist for courses that span a shorter teaching period.

Overbase requests submitted after the period in which the faculty performed the teaching or activity will be processed as a lump-sum payment. Late overbase submissions due to oversight are discouraged; Chairs and faculty should make all efforts to inform the Academic Support Department of overbase needs in advance or close to the start of the activity period.

At Questrom, overbase payments are 10% of the faculty member's salary up to \$12,600, unless the faculty member and Chair have agreed upon a separate compensation rate.

Overbase request forms must be submitted by the first Friday of each month in order to be processed for that month's pay period. Any requests that are submitted after the first Friday will be processed for the following month's pay period.

**Personnel Involved in Overbase Process**

<b>Department Chair</b>	<b>Senior Program Coordinator</b>	<b>Faculty Actions Administrator</b>	<b>Senior Associate Dean</b>	<b>Executive Director, Financial Services</b>
<ul style="list-style-type: none"> <li>• Assigns courses</li> <li>• Signs overbase request form</li> <li>• Approves compensation rate</li> </ul>	<ul style="list-style-type: none"> <li>• Completes overbase request form</li> <li>• Submits overbase request form</li> </ul>	<ul style="list-style-type: none"> <li>• Receives and reviews overbase request form</li> <li>• Submits overbase request form to Senior Associate Dean</li> </ul>	<ul style="list-style-type: none"> <li>• Gives final approval to overbase requests</li> </ul>	<ul style="list-style-type: none"> <li>• Processes overbase request in SAP</li> </ul>

**Summer Overbase (non-grant funded)**

Many faculty teach courses during the BU Summer Term. Almost all summer teaching activity is in addition to the faculty's nominal load, and therefore is counted as overbase. Summer teaching activity, however, does not contribute to the faculty's Academic Year (AY) Total in Course Planning. Summer overbase, like overbase performed during the academic year, is paid at 10% of the faculty's base salary.

Faculty are eligible to receive merit increases to their salary, effective September 1. The merit increases are retroactive to July 1 (the beginning of the fiscal year). However, it is BU policy that summer overbase, whether they are performed before or after July 1, are calculated at 10% of the previous fiscal year's base salary, irrespective of a merit increase.

*Ex:* A faculty member's AY16-17 (July 1 2016 – June 30 2017) salary is \$70,000. Beginning September 1, 2017 (AY17-18), she receives a merit increase of \$5000, for a new base salary of \$75,000. This increased salary is retroactive to July 1, 2017. This faculty member teaches a Summer Term course during August 2017. Her overbase rate for this course would be 10% of \$70,000, not of \$75,000.

### **Grant-Related Faculty Actions**

The two types of grant-related faculty actions are Summer Support Overbases, and Course Buyouts. Questrom processes, on average, six grant-related faculty action cases a year.

#### **Summer Support Overbase (grant-funded)**

Summer Support refers to grant-related projects that faculty Principal Investigators (PIs) may undertake if they have enough grant money to support them. Such projects are processed as overbase, and are processed at 1/9 of the PI's base salary (or one month of work).

The Budgets & Grants Administrator tracks and maintains grants for PIs, and alerts departments and SPCs to begin the review and paperwork process.

#### **Course Buyouts**

During the academic year, if their grant supports it, faculty may buy themselves out of a course for up to 25% of their total salary. In lieu of receiving that portion of their salary, they are supported by grant money. The Budgets & Grants Administrator initiates the Course Buyout and Summer Support Overbase process by sending a reminder email to PIs, the ASL, SPCs, and Chairs. The SPC completes and submits a Course Buyout form for processing.