

Full Time, Non-Represented Charles River Faculty Campus Overbase Guidelines

Approval of the Provost is required for any exceptions to these guidelines.

During a single Academic Year (September - August), **CRC Full-Time, Non-Represented Faculty** may earn, in addition to their regular salary:

- Up to a total of 3/9ths of their base salary for the current academic year for additional teaching and/or summer research.
- Summer term courses are counted toward the total 3/9ths. Additional guidelines below:
 - Non-Represented faculty can earn **up to 10% of their base salary for teaching a Summer Term course not a part of their regular load covered by their base salary.** There is a limit of 2 Summer Term courses per year with a \$12,000 overbase limit on each Summer Term course.

To seek approval for an overbase payment in excess of the limits (i.e., the 3/9 total or the 10%/\$12,000 limit per Summer Term course) for CRC faculty, please submit the faculty overbase request template form located at <https://www.bu.edu/provost/files/2022/04/Overbase-Request-Form-v2.pdf> and obtain approval prior to processing the payment in SAP. The form should be forwarded to Paul Lawrence, Faculty Data Analyst in the Associate Provost for Faculty Affairs' Office (APFAO) at plawrenc@bu.edu . If approval is received, please attach that documentation to your SAP form when implementing the payment.

For specific questions related to the summer effort policy, please visit:

<https://www.bu.edu/researchsupport/forms-policies/summer-effort-and-summer-salary-for-sponsored-research-for-faculty-with-9-month-academic-appointments/>