Motion 6.

- Whereas the Vanderbilt Faculty Manual (as archived on 8/3/2015) requires revision and updating, and
- Whereas revisions to Part I, Chapter 5 of the Faculty Manual were approved by the Faculty Senate on 9/10/2015 and given final approval by the Chancellor of Vanderbilt University on 9/14/2015, and
- Whereas, the Faculty Manual Committee has now circulated additional proposed revisions to the Faculty Senate,

We the Faculty Manual Committee, move that the Sections entitled “Part VII (Chapters 1-2)” of the 8/3/2015 Faculty Manual be revised by addition and deletion as per the attached document (see Exhibit 6a,b),

We further move that the Faculty Senate give its endorsement to these revisions, and

We further move that these endorsed revisions be forwarded as a formal proposal as per Faculty Manual “Part 1, Chapter 5, Amendments to the Faculty Manual” to the Chancellor and the Provost, for review, and if accepted, final approval by the Chancellor.
Exhibit 6a, Re: Motion 6

Part VII Financial Procedures

Chapter 1: Payment and Annual Notification of Salary

Faculty members are paid on the last business day of each month, and checks are generally delivered through departmental offices. Paychecks can be deposited directly to a personal checking account if the faculty member elects to do so, indicates that election on an Address and Check Distribution Form, which is completed for Human Resource Services by new faculty members; those who elect to use this option will receive a “deposit advice” that shows itemized deductions. If a faculty member wishes to change his or her address, number of exemptions, or method of check delivery, forms may be secured from in the Office of Human Resources Records Management

Compensation and fringe benefits for faculty in the School of Medicine Clinical Departments will be provided by VUMC.

Whether employed by Vanderbilt University and/or by Vanderbilt University Medical Center, each year a faculty member is informed of the salary for the forthcoming year in a letter that is accompanied by a detailed statement of compensation. Changes in compensation generally are effective on September 1 for

19 Vanderbilt faculty who are employees of VUMC should consult the VUMC Human Resources office for information on Financial Procedures.
faculty members performing academic-year duties and on July 1 for those performing duties over the fiscal-year.

The statement of compensation gives the stated salary. It also shows total compensation when the salary supplement and the University’s contribution to retirement are taken into account.

The gross earnings on a monthly salary check represent one-twelfth of the stated salary. A statement of sources of income and withholdings is available on the employer’s Human Resources web site. There is no indication on the salary check of the University’s contribution to the Retirement Plan; however, there is a separate line item listing for the salary supplement.

In the School of Medicine, faculty members in the clinical departments may receive additional compensation through the Vanderbilt Medical Group (VMG). Since the details of VMG compensation vary among the departments, the faculty member should consult the department chair for provisions.

When statements of compensation are issued in the spring, any discrepancies or disagreements should be referred to the Dean of the school in which the appointment is held (the primary appointment, in the case of joint appointments).

The employer, Vanderbilt, reserves the right to deduct amounts from paychecks for financial obligations to the University or Medical Center such as unpaid fines for Vanderbilt Traffic and Parking violations, returned checks, and legally imposed levies and garnishments made against salaries. Vanderbilt University and Vanderbilt University Medical Center requires all debts to the University to be satisfied at the time that a member of the faculty leaves the employ of the University and/or Medical Center.

Chapter 2: Summer Employment

The University assigns some faculty members to duties that span the academic year only (academic-year appointees) and others to duties that span the twelve-month calendar year (fiscal-year appointees). Academic year duties include all duties and responsibilities associated with the academic-year calendar (from the beginning of the fall semester though the end of the spring semester), as determined by the Dean and/or department chair. Fiscal-year duties include all duties and responsibilities associated with the University’s fiscal year (July 1 through June 30).

Each of the colleges and schools establishes its own formula for compensating academic-year appointees who perform duties between the end of one academic year and the beginning of the next. When such a compensation formula is some percentage of the academic-year salary, the academic year referenced to calculate payment is the previous, not the forthcoming, academic year.

Salary paid through the University and earned between the close of one academic year and the beginning of the next is not included in the retirement contribution plan. However, a faculty member receiving such compensation may contribute to the retirement plan TIAA-CREF, Vanguard, Fidelity, or VALIC programs by an agreed reduction of his or her salary, even though there is no matching contribution through the University. Faculty members should consult the Benefits Office of Human Resources Services for details.
The limit of additional salary that academic-year appointees may receive from unrestricted University funds is two-ninths of the academic-year salary. Exceptions must be approved by the Provost. Academic-year appointees may earn as much as three-ninths of salary during the period between academic years if the additional funds are provided by outside support and if the arrangement has been approved in the regular grants approval procedure. Fiscal-year appointees are not paid additional salary in lieu of vacation.

For academic-year appointees, compensation for teaching, research, or duties during the period that is not part of the academic year must be authorized in advance. Faculty members should consult the office of their dean for payment processes and calendar.

For academic-year appointees, a Summer Faculty Pay Form is required to authorize compensation for teaching, research, or other duties during the period that is not part of the academic year. Payment dates, which vary depending on the summer calendar, are announced by the Office of Accounting in the Vanderbilt Register late in the spring semester. No salaries will be paid in advance of the announced pay dates. Forms received by the Payroll Office after the announced deadline will be paid on the next established summer pay date.
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Whether employed by Vanderbilt University and/or by Vanderbilt University Medical Center, each year a faculty member is informed of the salary for the forthcoming year in a letter that is accompanied by a detailed statement of compensation. Changes in compensation generally are effective on September 1 for faculty members performing academic-year duties and on July 1 for those performing duties over the fiscal year.

The statement of compensation gives the stated salary. It also shows total compensation when the salary supplement and the University’s contribution to retirement are taken into account.

The gross earnings on monthly salary represent one-twelfth of the stated salary. A statement of sources of income and withholdings is available on the employer’s Human Resources web site.

When statements of compensation are issued any discrepancies or disagreements should be referred to the Dean of the school in which the appointment is held (the primary appointment, in the case of joint appointments).

The employer reserves the right to deduct amounts from paychecks for financial obligations to the University or Medical Center such as unpaid fines for Vanderbilt Traffic and Parking violations, returned checks, and legally imposed levies and garnishments made against salaries. Vanderbilt University and Vanderbilt University Medical Center requires all debts to be satisfied at the time that a member of the faculty leaves the employ of the University and/or Medical Center.

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Salary paid through the University and earned between the close of one academic year and the beginning of the next is not included in the retirement contribution plan. However, a faculty member receiving such compensation may contribute to the retirement plan by an agreed reduction of his or her salary, even though there is no matching contribution through the University. Faculty members should consult the Benefits Office of Human Resources for details.

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