November 6, 2015

To: Chancellor Nick Zeppos
To: Provost Susan Wente
From: Richard Willis, Chair of the Faculty Senate

On November 5, 2015, the Senate approved the attached revisions to the Vanderbilt University Faculty Manual by a vote of 37-YES; 0-NO; 0-ABSTAIN. This memorandum forwards those proposed revisions to you for your review and, we hope, approval. The revisions pertain to Part VII, “Financial Procedures.” I attach two exhibits:

**Exhibit 6a: Track changes copy**

This exhibit contains the proposed revisions to the current version of the above referenced sections with changes tracked.

**Exhibit 6b: Clean copy**

This exhibit presents the proposed revisions to the current version of the above referenced sections without changes tracked.

The Faculty Senate hopes that you will approve the proposed revisions. Please let me know if you have any questions or if I can provide additional information.

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Chair, Faculty Senate (2015-2016)
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Exhibit 6b, 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.

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 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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19 Vanderbilt faculty who are employees of VUMC should consult the VUMC Human Resources office for information on Financial Procedures.
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 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.

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.