

## Faculty Summer Compensation

Lehigh University's [Summer Compensation Policy](#) applies to all types of Lehigh-related compensation received by faculty for activity occurring in the summer months.

Lehigh faculty are encouraged to seek external support for summer salary (and also for academic year salary). However, certain limits apply to the use of external (including federal, state and private) grant support for faculty salary coverage during summer months. **The purpose of this message is to provide guidance to faculty as well as departmental and college business officers about these limits.**

If external grants and contracts fund 100% of faculty salary over a given time period (e.g. one month), then in that period that faculty member must spend 100% of their working time (regardless of the number of hours worked) on activities directly related to those funded projects. This means that in such cases, faculty cannot engage in any activity not directly related to the funded project(s). Specifically, during such periods, grant writing, teaching, research on other projects, planning for the next semester, etc typically cannot be performed while 100% effort is being attributed to an external grant. Paid vacation is also typically not allowed during these periods in which full effort is charged to external grants. To avoid this situation and to ensure that faculty members can engage in other responsibilities that arise over periods in which salary is being charged to grants, we require faculty to request permission any time that their compensation during the summer months exceeds 2.5 months.

Beyond this requirement, if a faculty member is assigning more than 2 months of effort to external grants and contracts, I would encourage them to discuss assigning their effort based on a calendar year (instead of academic year) model. Details for how to make that switch can be provided in consultation with the Provost's office.

Please read the [Summer Compensation Policy](#) carefully, especially if the total compensation that you will receive from all Lehigh sources may exceed the equivalent of 2.5 month's salary. This policy covers all types of compensation received from Lehigh during the months of June, July and August. It applies to all members of Lehigh's faculty: tenured, tenure-track, and non-tenure track. If there is any possibility that your total 2023 summer compensation from all university related sources will exceed 2-1/2 months of your 2023-2024 academic year salary, a [plan](#) must be submitted to your college dean by May 20th so that the Provost Office can be notified by May 31st.

For summer compensation funded through sponsored research programs, effort charged to grants should be allocated throughout the summer months proportional to the effort provided to a particular project. If summer effort benefits two or more projects the effort should be allocated to the projects based on the proportional benefit. You should consult with your Contract and Grant Specialist if you have specific questions about these guidelines.

Please contact Lucy Bowen, Director of Administration, Provost Office or Cynthia Kane, AVP for the Office of Research and Sponsored Programs if you have any questions about these policies

Regards,

Nathan Urban