TO: Academic Deans and Department Chairpersons
FROM: Clifford Katz
Vice Provost for Academic Finances and Academic Personnel
DATE: March 14, 2016
SUBJECT: 2016 Faculty Summer Recontracting Compensation Process

As part of an ongoing effort to streamline administrative procedures, the Office of the Provost introduced in FY 2010 a new summer compensation process for academic year faculty only. This procedure eliminated the need for signatures from the Office of Budget and Financial Planning, the Office of the Provost, and the Human Resource Administration. All paper flow related to the process occurred within the college. These steps greatly reduced processing time of payments for summer teaching/learning and scholarship/research activities and will be utilized again for summer 2016 faculty compensation.

As a reminder, the responsibility for complying with the University Summer Recontracting policy, as stated on the Provost’s website (http://web.uri.edu/provost/forms-policies/summer-recontracting-process/) remains with the college and the faculty. Summer compensation duties include those associated with teaching summer courses, carrying out sponsored research activities, departmental chair responsibilities, and other departmental duties.

Within your college, the Business Manager is the primary contact for this process. Areas of responsibility have been developed at the department and college levels. Use of the IP-1 form was replaced by use of the electronic SR-1 form. This form is to be used for summer recontracting only. Please be advised that processing of salary requests on the SR-1 form must occur prior to the start of the work performed.

Summer 2016 compensation applies to the period 05/22/2016 to 08/27/2016.

Please circulate this information to all faculty who may be affected.

Please feel free to call me if you have any questions.

C: D. DeHayes
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   L. Kenerson
   J. Cacciola
   M. Duggan
   Business Managers