



**Texas College of Osteopathic Medicine
Graduate School of Biomedical Sciences
UNT System College of Pharmacy
School of Public Health
School of Health Professions
UNTHHealth**

FACULTY COMPENSATION PLAN GUIDELINES

Revised August 03, 2014

Table of Contents

Background, Guiding Principles, and Key Processes	3
Definition of Compensation Components	5
Determination of Faculty Compensation	5
1. Teaching, Educational Training and Service Salary	5
2. Designated Salary	6
2a. Clinical Activities	7
2b. Research Activities	8
2c. Administrative Duties	8
2d. Transition Funding for Research and Clinical Activities	8
2e. Academic Activities with Funding From Outside Sources	9
3. Incentive Compensation	8
3a. Exemplary Teaching Contributions	9
3b. Exemplary Research Contributions	9
3c. Sponsored Clinical Trial Contributions	9
3d. Exemplary Clinical Contributions	9
4. Faculty Compensation Advisory Committee	9
Appendix A: Glossary of Key Terms	10
Appendix B: Faculty Contract Compensation Worksheet	11

Note: A review of the Faculty Bylaws, Faculty Handbook, and HR policy 05.306 "Salary Administration-Faculty" determined that different language is used to describe various elements of a faculty member's compensation. Since the alignment of the language across all these documents is required once the Faculty Compensation Plan is approved, it will be necessary to review all appropriate documents to reconcile language differences. Finally, the document will require a review of the language of the faculty contracts to ensure they are consistent with the intent and language in this document.

This document was drafted by the UNTHSC Faculty Compensation and Incentive Plan committee and was further reviewed by the Council of Deans, Chairs from each school, Faculty Senate, several faculty focus groups and forums, the UNTHHealth Board of Directors, and the UNTHHealth Recruitment, Retention and Compensation Committee. Final approval will be by the President after legal review.

Background and Guiding Principles

Background

The UNTHSC Faculty Compensation Plan Guidelines (referred to hereafter as The Plan) applies to all University of North Texas Health Science Center (UNTHSC) faculty. UNTHSC includes the Texas College of Osteopathic Medicine (TCOM), the Graduate School of Biomedical Sciences (GSBS), the School of Public Health (SPH), the School of Health Professions (SHP), the UNT System College of Pharmacy (SCP) and UNTHHealth. Resources that were used in the development of The Plan included: Faculty Bylaws revised March 5, 2013, current UNTHSC policies, including HR Policy 05.306 – “Salary Administration – Faculty,” TCOM Resource Optimization Committee Report dated November 2007, current UNTHHealth Policies, UNT System Board of Regents’ Rules, and UNTHSC’s mission, vision, and values. The Plan recognizes the unique characteristics of the individual schools, colleges, departments, institutes, and centers, and acknowledges that the portion of faculty compensation for those faculty engaged in clinical activities is determined by UNTHHealth. It has been developed to offer all faculty of UNTHSC a clear and transparent explanation of relationships between faculty compensation/salary, faculty productivity, and faculty commitment to the institutional and school specific missions, and tactical initiatives. The Plan is designed to create an equitable process and market competitiveness and to provide guidelines to link salary support and incentive pay with strategic mission-critical activities. The Plan will be used by each department, school, college or institute when determining a faculty member’s compensation. This document defines and outlines how each component of a faculty member’s total compensation may be calculated. The Plan is one element of UNTHSC’s strategy to recruit and retain highly-valued and productive faculty.

Guiding Principles and Key Processes

This Faculty Compensation Plan Guidelines document provides the framework for each school and/or college to develop the specific parameters for faculty compensation. It is expected that each school and/or college will utilize the framework outlined in this document to support competitive and performance-based faculty compensation. Each Dean, with approval of the Provost, will develop appropriate workload expectations, market benchmarks, and other details necessary for school-specific faculty compensation aligned with the school’s unique mission and goals. For clinical faculty, UNT Health will determine the workload guidelines, quality expectations, and other compensation parameters to support salary for clinical activities. The faculty workload documents developed at the school level must meet the minimum UNTHSC Faculty Compensation Plan Guidelines.

The foundation of the UNTHSC Faculty Compensation Plan Guidelines reflects a series of guiding principles and key processes, including:

1. Be consistent with our goal of developing and sustaining a high performing culture and support the strategy, mission, and values of the institution and each specific school, college, institute, department, and UNTHHealth.
2. Provide appropriate incentives for outstanding performance and excellence.
3. Faculty Evaluations, which are based on a three-year rolling window, are a foundational element of The Plan.
4. Salaries developed through The Plan will be competitive and consistent with well-established market benchmarks, such as the most recent reported salary data from Association of American Medical Colleges(AAMC), Medical Group Management Association (MGMA), Association of Schools of Public Health (ASPH)and the professional organizations of pharmacy, physician assistants and physical therapy.
5. Salaries developed under The Plan will be consistent with the UNT System Board of Regents Rules, institutional policies, as well as state and federal law.

6. Recognize and reward a variety of behaviors that are based on achieving defined market benchmarks for productivity in the areas of teaching, research, service, and clinical care to ensure equity and encourage high performance.
7. Be consistent in the application of these guiding principles and key processes as stated in The Plan.
8. Recognize that there are individual faculty, departmental, college, and school differences that make it difficult to provide detailed and incontrovertible guidance for determining compensation. While The Plan serves as a framework for compensation, such individual differences will sometimes occur and may be beneficial to UNTHSC and will be rewarded accordingly.
9. Provide a clear and transparent understanding of the associations between the compensation that the faculty member receives from their department, school, college and institute in relation to their rank, productivity, and contributions made to the strategy and mission of the department, school, college or institute/center.
10. Respect the role of the Chair and their responsibility to equitably promote and facilitate the success of each faculty member in their department, in addition to supervising and evaluating them.
11. A faculty member may seek the review of a salary decision through the processes described in the UNTHSC Faculty Bylaws, or the applicable provisions in UNTHSC Policies and UNTHHealth Policies as appropriate.
12. Faculty contracts provided to each faculty member will specify each of the salary components clearly and be distributed to faculty within the time frame consistent with state statutory guidelines and institutional policies.
13. The Plan will be reviewed annually by a Faculty Compensation Advisory Committee to ensure it accurately and fairly provides faculty members with compensation that meets the needs of both academic and clinical programs and UNTHSC and is flexible enough to address unique needs or circumstances. The process to review The Plan will be established by the Executive Vice President for Academic Affairs/Provost (Provost) and the Executive Vice President for Clinical Affairs and Business Development/President, UNTHHealth (President of UNTHHealth). The composition and selection of members of the Faculty Compensation Advisory Committee is listed in section 4 of The Plan. This committee will provide recommendations regarding faculty compensation to the President, Provost, UNTHHealth President, Deans, Chairs, and Faculty. This committee will annually review the Faculty Compensation Plan and make recommendations for improvements.
14. The clinical compensation elements of The Plan are based on the following:
 - a. Partially on market, which allows for competitive pay (recruitment & retention).
 - b. Partially on productivity, which provides incentives for clinical faculty to increase productivity and bill appropriately.
 - c. Addresses profitability (revenue less expenses) at a department level, which protects against overspending, but maintains accountability at the appropriate level.
 - d. Provides some flexibility within the model as to how much emphasis is on market and how much is on productivity.

Definition of Compensation Components

Faculty compensation is made up of three components:

- **Teaching, Educational Training and Service salary** – compensation for teaching, educational training and service contributions.
- **Designated salary** – salary directly dependent on funding streams for activities that faculty may participate in, e.g., research activities, administrative duties, and/or patient care activities. Patient care activities include activities where a bill may be submitted for reimbursement (not clinical trials) and other activity that is associated with clinical practice (e.g., medical directorship, administrative tasks). Designated salary may include time-limited support for the transition of a new faculty member to the UNTHSC or transitioning a current faculty member to new area of emphasis based on the determination of the Chair and Dean with approval by the Provost and/or President of UNTHHealth, and President of UNTHSC.
- **Incentive payments** – are non-recurring payments directly dependent on funding streams for faculty with exemplary contributions to research, clinical trials, teaching, clinical, and/or administrative activities. Incentive payments are based on the determination of the Chair and Dean with approval by the Provost, the President of UNTHHealth, and the President of UNTHSC.

Additional definitions of terms applicable to clinical compensation are provided in Appendix A.

A faculty's total base compensation is comprised of: teaching, educational training and service salary + designated salary.

A faculty's total compensation is comprised of: teaching, educational training and service salary + designated salary + incentive payments.

Minimum Expected Salary: The minimum expected salary for tenured faculty should be no less than 70% of the median salary for full time faculty rank as based on the most recent available salary survey data published by either AAMC, ASPH or the professional organizations of pharmacy, physician assistants and physical therapy that publish salary information provided that faculty are meeting workload expectations for their positions as specified in their school or college workload documents. This salary is the minimum salary that a full-time faculty member could receive under circumstances short of financial exigency of the institution. This salary is not intended to be payment for an academic title but rather for contributions in support of the UNTHSC's mission.

Determination of Faculty Compensation

Appendix B provides the Faculty Contract Compensation Worksheet (the Worksheet) which should be used to calculate the faculty member's annual salary.

1. Teaching, Educational Training and Service Salary

The first component of a faculty member's compensation is their teaching, educational training and service salary. Teaching typically refers to classroom, on-line and course laboratory instruction that involves direct student contact time, whereas educational training is primarily student training in clerkships, research laboratory experiences and other "non-classroom" environments. The determination of teaching, educational training and service salary is guided by comparison to national academic health science center survey data provided by the major scientific/educational organizations that report salary data for health science center faculty such as the Association of American Medical Colleges (AAMC), Association of Schools of Public Health (ASPH), and the professional organizations of pharmacy, physician assistants and physical therapy. The teaching, educational training and service salary will be determined by Chair and Dean of each school with approval by the Provost from these benchmark sources, and based on faculty rank and specialty and prorated for the percent effort for those teaching, educational training and service activities. The complexity of courses,

Student Credit Hours (SCH) generated, and the number of students taught and/or supervised may be taken into account as well. The teaching, educational training and service salary is dependent upon available funding streams and affordability to UNTHSC. Justification and affordability of this portion of the faculty salary will be re-assessed and provided annually. The teaching, educational training and service salary for each faculty member will be stated in his or her contract. Increases or decreases in a faculty member's annual teaching, educational training and service salary must be approved by the Chair, Dean and Provost.

Chairs and Deans should provide explicit and transparent justification for establishing the teaching, educational training and service salary including such factors as faculty rank, relevant teaching, educational training and service contributions to the school and institution and annual faculty member's performance evaluation. Each school or college of the UNTHSC will establish workload guidelines that identify the anticipated activities associated with the specific teaching, educational training and service roles of the faculty member. Salary funding and protected time will be assigned to the faculty member based on the assignments for teaching, educational training and service. The workload guidelines should be based on the most complete and accurate information available at present reflecting the effort and contributions that faculty make to the teaching and service missions of the school and the UNTHSC.

For some clinical faculty engaged in episodic teaching and service responsibilities they will be defined as being no less than 2 hours (0.05 FTE) nor exceeding 10 hours (0.20 FTE) for any one FTE faculty member. Clinical Faculty receiving teaching, educational training and service salary for episodic academic responsibilities (i.e., teaching and/or service) will not necessarily be assured protected time, depending on the actual academic and service activities. Percent time for faculty with episodic academic responsibilities is subject to teaching and service needs of the department and school and will be determined by the Chair and Dean with approval by the Provost. Faculty participating in episodic teaching and/or service will be funded from appropriated funds allocated to each department by the TCOM Dean. Clinical Chairs are expected to use the guidelines established by the most recent recommendations of the TCOM Executive Committee to establish compensation for episodic teaching activities and service, based on the teaching or service actually performed by the individual faculty member.

2. Designated Salary

The second component of a faculty member's compensation is designated salary. Designated salary is available to faculty engaged in research and/or training grant activities, and/or are engaged in clinical activities, and/or administrative duties. These activities are determined by the Chair and Dean and approved by the President of UNTHHealth and/or Provost. It is important to note that the particular missions, fiscal circumstances of each school, institute/center, or UNTHHealth will dictate performance measures that must be met in order to continue receiving the designated salary. Each faculty member's contract will delineate the portion of his/her salary that is derived from the designated salary and the salary amounts will be categorized by research, clinical, and administrative duties.

In addition, a faculty member may be provided Designated Salary to support a transition to a new area of emphasis or to aid in the recruitment of a new faculty member. It is expected that transition funding to support the Designated Salary will be provided for a mutually understood designated period of time by the faculty member, Chair, and Dean. Upon the termination of research funding, or change in clinical activities effecting clinical productivity and/or administrative duties that occur during the fiscal year, adjustments to the designated salary may occur as determined by the Chair and Dean and with the approval of the President of UNTHHealth and/or Provost.

2a. Designated Salary: Clinical Activities

For faculty involved in clinical activities, total designated salary is comprised of two components – Market-based and Productivity-based. The clinical FTE equivalency for each faculty member is determined by the Chair based on the faculty member's assigned clinical activities, taking into consideration the time that the faculty member may be assigned to other activities such as teaching, research, administration, scholarly activity, or community engagement. The clinical FTE designation should include all patient care activity where a bill may be submitted for reimbursement (not clinical trials) and other activity that is associated with the clinical practice, such as medical directorships or other administrative activities that are compensated through

UNTHHealth. Reductions or increases in productivity and impact of payer mix associated with academic activities will not be considered when assigning the clinical FTE value.

The Market element is based on a benchmark established annually by the UNTHHealth Board Recruitment, Retention and Compensation Committee (RRCC), and provided to the departments for compensation calculation. Each department will determine the percentage amount of the market benchmark to be paid to each provider as a clinical designated salary. The range of allowable percentage that may be used will be established annually by the RRCC. The department may vary the percentage of the market benchmark to be used by specialty, division, or credential, but may not vary the percentage by individual within these broad categories.

Using the selected percentage, a clinical designated salary rate will be calculated for each specialty. The rate multiplied by the provider's assigned clinical FTE establishes the Market element for each provider's clinical compensation. The total of all clinical designated salaries is the Market Compensation Pool.

The Market Compensation Pool may not exceed 100% of the Clinical Compensation Pool and may be capped at a lower percentage of the market benchmark to insure that some portion of the Direct Expense Pool is available for productivity based compensation.

The Productivity element of salary for a faculty involved in clinical activities is work Relative Value Units (RVUs). Provider work RVUs are generated and recorded through the Current Procedural Technology (CPT) codes used in billing for each provider's clinical activities. For clinical revenue generated without associated work RVUs (i.e., capitation payments), the work RVUs will be assigned by calculating the value using historical dollars per work RVU (determined annually).

The Productivity element will be determined by multiplying the individual's work RVUs times the payment rate. The payment rate is the Production Compensation Pool divided by the total work RVUs of all providers in the pool for a given specialty or department.

The total clinical compensation will be the sum of the Market and Productivity payments.

Adjustments to clinical compensation may occur at any time during the fiscal year based on an individual's actual performance in relation to productivity targets, special circumstances that may arise, or as necessary to achieve UNT Health financial goals. A request to increase an individual's compensation during the budget year will require justification by the Chair and the approval of the TCOM Dean and President of UNT Health. If the Chair determines that an individual's compensation needs to be decreased during the budget year, the decrease will require justification by the Chair and the approval of the TCOM Dean and President of UNT Health. Requests for one time payments (incentive compensation) will only be considered at fiscal year-end according to guidelines established by the UNT Health Board based on the financial performance of the group.

It is recognized that there are special circumstances that must be addressed when determining clinical compensation. Within the clinical compensation plan, up to 10% of the Total Compensation Pool may be retained by the Chair from calculation of individual compensation, and may be used to address these special circumstances. These discretionary funds may not be assigned arbitrarily, however. The allocation of discretionary funds may be used for any of the following circumstances – their use in any other circumstances must be approved by the RRCC and the President of UNTHHealth.

1. New providers may be paid a contracted salary for twelve months after their initial date of employment. At the end of the first quarter following the initial twelve months, their clinical compensation will normally be calculated on the same basis as all other providers, and the rules for compensation adjustment described above will be applied.
2. Providers in specialties that normally rely on specific technical billing that is not available to them in the UNTHHealth practice may have their clinical compensation adjusted to address this deficiency.
3. Providers who perform part of the work that has been billed by another provider under a global bill (i.e. nurse practitioners or physician assistants who make hospital rounds or do post-surgical follow-up,

or who perform medical triage or handle phone calls) may have their compensation adjusted to recognize this factor.

2b. Designated Salary: Research Activities

Designated Salary is provided for investigators who have research funding as part of their salary. Research funding will generally be from extramural sources and will assure continued designated salary support for these activities. The actual designated salary will be determined by the Chair and Dean with approval by the Provost. It is expected that most faculty will cover at a minimum 30% of their base compensation from extramural research funding. Individual schools can specify additional requirements based on strategic direction and goals. If designated research funding releases institutional derived salary back to the institution, the faculty member may be eligible for incentive compensation if the faculty covers the first 30% of their salary (see Section 3 below). When research funding is no longer available, adjustments to the faculty workload may occur if available. In some circumstances faculty that lose research funding may be provided designated transition funding as shown in 2d below or may apply for hiatus funding according to the UNTHSC Faculty Salary Bridge Funding Program.

2c. Designated Salary: Administrative Duties

Designated Salary may be provided for faculty who serve as administrators in regular, interim or acting roles as Chair, Vice Chair, Institute Director, Dean, Associate/Assistant Dean, Medical Director, and others. Salary for these administrative duties may be determined by the appropriate supervisor and be approved by the Provost and/or President of UNTHHealth, and President of UNTHSC. It is expected that the Designated Salary for administrative duties will end upon completion of these specific roles. The Designated Salary for administrative duties will be clearly outlined in the faculty contract and will be evaluated annually.

2d. Designated Salary: Development Support Funding for Research and Clinical Activities

Designated Salary, under exceptional circumstances, may be available to support development for a new faculty member as well as other existing faculty members who possess high potential in the areas of research, teaching and clinical activities. The Designated Salary for Development Support funding will be time-limited and outlined in the faculty contract. Development funding will be determined by the Chair and Dean and be approved by the Provost and/or President of UNTHHealth, and President of UNTHSC. It is expected that Development Support funding will provide the faculty member an opportunity to transition to traditional designated research, initiate new teaching and/or clinical salary support outlined above.

2e. Designated Salary: Academic Activities with Funding From Outside Sources

Designated Salary will be provided for faculty who participate in academic activities and services pursuant to contracts or agreements for such services, when funding is derived from such contracts or agreements. The actual designated salary will be determined by the Chair and the Dean, with approval by the Provost and/or President of UNTHHealth, and President of UNTHSC, in compliance with the terms and intent of the agreement, and commensurate with the faculty's role in providing services under the agreement.

3. Incentive Compensation

The third component of faculty compensation is annual incentive opportunities for exemplary contributions in teaching, research, including sponsored clinical trials and clinical care. Incentive compensation is determined annually and only exists if funding is available.

3a. Incentive Compensation: Exemplary Teaching Contributions

The Dean, with approval by the Provost, may dedicate funds to support annual incentive compensation for exemplary teaching contributions. This annual incentive compensation opportunity for teaching is dependent on the funding availability and only used to support truly outstanding and extraordinary teaching contributions. The actual incentive compensation will be determined by the Chair and Dean and approved by the Provost.

3b. Research Incentive Compensation: Exemplary Research Contributions

Research incentive compensation provides annual non-recurring payments to faculty who are engaged in funded extramural research that results in salary off set of greater than 30% of their salary. Research incentive payments are designed to encourage faculty to participate in funded investigative activities.

Faculty who are hired with a research expectation and who offset more than 30% of their annual salary from extramural funding will receive incentive pay equal to at least 50% of the released funds that exceed the mandatory 30% threshold. This incentive compensation requires that extramural funds release institution funds. For example, if 40% of a faculty member's salary is covered by extramural funding, that faculty member will receive an incentive payment of at least 5% (half of the 10% above the 30% released).

Salary levels for incentive compensation calculations will be based on the faculty member's current annual salary at the time the incentive is determined. Research incentive payments must be approved by the Chair, Dean, and Provost and will be paid at the end of the fiscal year in which the salary offset occurred. Where the 12 month consecutive offset period overlaps fiscal years, the incentive payment will be prorated to those portions earned during each fiscal year and paid accordingly. A faculty member can only buy out 80% of their salary through extramural funding sources and designated salary for administrative duties cannot be used for the incentive release program.

When research incentive payments that released salary during the funding period conclude, the corresponding dollars that were released go back into the faculty salary. Any research incentive payments made to faculty are subject to all applicable salary deductions, including any eligible retirement benefits. To earn this research incentive, funds must be available for 12 consecutive months and the incentive compensation will be paid at the end of the fiscal year for that portion earned during the current fiscal year. Research incentives must be approved by the Chair, Dean and Provost.

3c. Incentive Compensation: Sponsored Clinical Trial Contributions

The Vice President for Research, with approval by the Provost, may dedicate funds to support annual incentive compensation for contributions towards sponsored clinical trials. This annual incentive compensation opportunity is dependent on funding availability and the success and net financial performance of the individual faculty participation in clinical trials. Incentive compensation is designed to support faculty who support the success of clinical trial programs.

3d. Incentive Compensation: Exemplary Clinical Contributions

The President of UNTHHealth, with approval by the UNTHHealth Board, may dedicate funds to support annual incentive compensation for exemplary clinical contributions. This annual incentive compensation opportunity for clinical activity is dependent on the funding availability and the performance of UNTHHealth, the clinical department, and the faculty member. Incentive compensation is designed to support only truly outstanding clinical contributions as determined through a methodology developed and approved each year by the UNTHHealth Board, while the actual methodology may change each year and will be determined by the UNTHHealth Board. Please note, UNTHHealth net clinical income must be positive to create a funding pool for annual incentive opportunities from clinical activities.

4. Faculty Compensation Advisory Committee

The Faculty Compensation Advisory Committee is an advisory group of faculty that meets annually and makes recommendations about the UNTHSC Faculty Compensation Plan Guidelines to the Deans, Chairs, Faculty, Provost, President of UNTHHealth, and President of UNTHSC concerning issues related to areas of faculty compensation.

Membership: The Faculty Compensation Advisory Committee is to be composed of twelve members of the Full-Time Faculty of UNTHSC. Each Dean in conjunction with the Faculty Senate will nominate one member to represent each school. Each Dean will appoint one member, one member will be appointed by the

UNTHHealth President, and one member will be appointed from the Faculty Senate as selected by the Faculty Senate. There will also be two at-large members. Nominations are approved by the Provost and President of UNTHSC and the chair of the committee will be selected from the selected members by the Provost of UNTHSC. Membership is for three years, staggered terms, so that not all members rotate off of the committee simultaneously.

APPENDIX A

Glossary of Key Terms for Clinical Compensation

Clinical Compensation – that part of a faculty member’s compensation that comes from the funds of UNTHHealth. Compensation for this discussion will be synonymous with Salary. This falls within the category of Designated Salary.

Market Compensation Pool (Clinical) - that part of the Total Compensation Pool used to pay the Market element of clinical compensation. The Market Compensation Pool is the sum total of all market payments based on the RRCC recommended national or regional benchmark specific to specialty.

Production Compensation Pool (Clinical) – that part of the Total Compensation Pool that is available to pay for work activity. The Production Compensation Pool is the net of the Total Compensation Pool and the Market Compensation Pool, and is distributed based on Relative Value Units.

Relative Value Unit (RVU) – each CPT code has relative values assigned to it divided into three different components; work, practice expense, and malpractice. The RVUs are part of the Resource Based Relative Value Scale (RBRVS) ordered by the Omnibus Budget Reconciliation Act of 1989 and implemented in 1992. The values are reviewed and updated yearly with changes published in the Federal Register. (For more info go to http://www.nhpf.org/library/the-basics/Basics_RVUs_02-12-09.pdf)

RRCC – the Recruitment, Retention and Compensation Committee, a committee of the UNTHHealth Board.

Total Compensation Pool (Clinical) –the total pool of dollars available for clinical compensation. It is the sum of the Market Compensation Pool and the Production Compensation Pool.

Work RVU (wRVU) – each CPT code has a value assigned as the work component of the RVU. This wRVU represents the provider time, skill, and effort associated with the performance of the activity described by the CPT code. The wRVU is the measure of productivity used in the UNTHHealth compensation plan. (For more info go to http://www.nhpf.org/library/the-basics/Basics_RVUs_02-12-09.pdf)

APPENDIX B Faculty Contract Compensation Worksheet

FACULTY NAME: _____

DATE: _____

		Allocation of Faculty Compensation		
		FTE Allocation	Salary Support	Dept ID
1. Teaching, Educational Training and Service Salary		_____	_____	_____
• Salary Release to Salary Savings		_____	_____	_____
2. Designated Salary		_____	_____	_____
2a. Clinical Activities		_____	_____	_____
2b. Research Activities: Funded Extramural		_____	_____	_____
Funded Department		_____	_____	_____
2b. Research Activities: other (cost sharing, etc)		_____	_____	_____
2c. Administrative Duties		_____	_____	_____
2d. Development Support Funding: (<u>description</u>		_____	_____	_____
<u>of use</u>)		_____	_____	_____
(Expiration Date _____)		_____	_____	_____
Total FTE		_____	_____	_____
Total Base Compensation*		_____	_____	_____
<i>(INCENTIVE COMPENSATION SECTION TO BE COMPLETED WHEN APPROPRIATE)</i>				
3. Incentive Compensation (Non-recurring and determined at end of each fiscal year)		_____	_____	_____
3a. Exemplary Teaching Contributions		_____	_____	_____
3b. Exemplary Research Contributions		_____	_____	_____
3c. Exemplary Clinical Trial Contributions		_____	_____	_____
3d. Exemplary Clinical Contributions		_____	_____	_____
Total Compensation (Total Base Compensation plus Incentive)*		_____	_____	_____

*Any increase or decrease to a faculty member's total base compensation requires approval from the Chair, Dean, Provost, and/or President of UNTHHealth as outlined in the UNTHSC Faculty Compensation Plan Guidelines and faculty contract. This worksheet must accompany the HRM (payroll authorization form) when seeking approvals for an increase or decrease as well as processing faculty incentive payments.

Chair: _____ Date: _____

Dean: _____ Date: _____

Provost: _____ Date: _____

President of UNTHHealth: _____ Date: _____