LAMAR UNIVERSITY
MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Academic Affairs **MAPP 02.02.64**
AREA: Faculty

Institutional Base Salary (IBS) for Faculty

I. POLICY

A. This policy establishes Lamar University's definition and institutional framework for **Institutional Base Salary (IBS)** for faculty members. Lamar University establishes IBS in accordance with federal regulations, State of Texas law, and the Texas State University System (TSUS) Rules and Regulations. IBS serves as the institutional benchmark for calculating compensation related to research, instruction, and service activities funded through both institutional and external sources.

II. PURPOSE AND SCOPE

A. In compliance with 2 CFR §200.430, this policy applies uniformly to all Lamar University faculty members regardless of the source of funds supporting their compensation.

B. For compensation beyond IBS, refer to MAPP 02.02.65 Compensation in Excess of Base Salary, which addresses supplemental compensation, including circumstances in which faculty compensation may exceed IBS when permitted under federal regulations, State authority, and TSUS Rules and Regulations.

III. FEDERAL, STATE, AND TSUS AUTHORITIES

A. **Federal Compliance.** This policy is established in accordance with 2 CFR §200.430 – Compensation for Personal Services within the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance"). Federal regulations require institutions that receive federal funding to maintain a clearly defined and consistently applied definition of IBS. Institutions must ensure that compensation charged to sponsored projects is reasonable, allocable to the project, and applied in a manner that is consistent with institutional policies and practices. Salary charges to federal awards by a faculty member are allowable at the faculty member's IBS rate. Except as noted in Uniform Guidance, in no event will charges to federal awards exceed the proportionate share of the IBS for that period. This principle applies to all members of the faculty at an institution. In situations where Lamar University policy conflicts with federal regulations governing sponsored projects, the applicable federal regulations shall take precedence and supersede University policy.

B. **State Authority.** Under the Texas Education Code, Chapter 51 (Provisions Generally Applicable to Higher Education) and the Texas Government Code, Chapter 659 (Compensation), governing boards of public universities are authorized to establish compensation policies for university

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employees. This authority includes the ability to approve supplemental compensation, stipends, incentives, and other payments in addition to base salary, provided such payments comply with applicable laws, institutional policies, and system regulations.

C. **TSUS Rules and Regulations.** This policy is implemented in accordance with TSUS Rules and Regulations, including provisions in Chapter V governing faculty employment, workload, and compensation. System rules recognize that institutions may provide compensation beyond a faculty member's base salary for services or activities that extend beyond regular responsibilities, provided that such compensation is appropriately documented, complies with applicable institutional policies, and is approved through established institutional processes. Such compensation may result in total earnings that exceed a faculty member's IBS when payment is made for separately authorized activities that fall outside the duties included in IBS. However, such payments must be structured so that compensation does not represent payment for overlapping institutional effort that would cause the individual's total institutional effort to exceed 100 percent during the same appointment period.

IV. DEFINITIONS AND INSTITUTIONAL FRAMEWORK FOR IBS

A. **Institutional Base Salary** or **IBS** is the annual compensation paid by Lamar University for a faculty member's appointment, excluding supplemental compensation as described in Section V. IBS represents compensation for a faculty member's regularly assigned institutional responsibilities, including instruction, research and/or creative activities, service, administrative duties, and other activities assigned by the University. The scope of these responsibilities is documented through a faculty member's appointment letter, employment contract, and/or assigned workload.

1. For a faculty member on a 12-month contract (e.g., library faculty, administrators), IBS is the amount of the contract, which is paid over the University's fiscal year (September 1 through August 31) and excludes supplemental compensation as described in Section V.

2. For a faculty member on a nine-month contract, IBS is the amount of the contract, which covers the academic year (September 1 through May 31) and excludes supplemental compensation as described in Section V.

    a. For faculty on nine-month contract who serve as department Chair and/or who receive endowment funds, IBS is the amount of the nine-month contract plus the stipends (including summer stipend) paid for serving as Chair and/or monies received through an endowment. Chair stipends and endowment funds are included in IBS as the duties attached to these positions are not supplemental or temporary but tied to and required by the position or endowment.

    b. Faculty on nine-month contract may elect to have their nine-month salary paid over the 12 months of the fiscal year. However, this salary distribution does not change the underlying appointment period or contract basis, which remains nine months.

B. **Uses of IBS.** Institutional Base Salary serves as the foundational metric for several aspects of sponsored project administration. IBS is used to determine and justify salary requests included in sponsored project proposal budgets, to calculate the portion of salary that may be charged to

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sponsored projects during the award period, and to establish allowable summer salary for faculty on nine-month appointments. IBS also provides the basis for effort reporting and certification, ensuring that the percentage of effort committed to sponsored activities accurately reflects the proportion of an individual's institutional salary.

V. COMPENSATION EXCLUDED FROM IBS

A. Compensation excluded from IBS is any compensation that a faculty member earns beyond the salary stipulated in a faculty member's appointment letter, employment contract, and/or assigned workload. (See Section IV.A for an explanation of how department Chair stipends and endowment funds affect IBS.) Compensation excluded from IBS is considered supplemental and therefore does not alter or modify a faculty member's IBS:

Included in IBS	Excluded from IBS
• Academic year base salary (appointment)* • Department Chair stipends* • Endowment funding* *See Section IV.A for an explanation of compensation included in IBS.	• Summer instructional salary • Course overloads • Overtime payments • Bonuses, incentives, awards, honoraria • Irregular, short term, or voluntary assignments • Stipends for temporary, non-recurring administrative or project leadership roles • Extra service pay in addition to regular workload • Compensation earned outside Lamar University, including approved consulting or outside employment • Fringe benefits

VI. LIMITATIONS ASSOCIATED WITH IBS

A. **Summer Salary.** Faculty with nine-month appointments may earn summer salary for teaching, research, and/or administrative duties, subject to institutional approval. Summer salary is calculated based on a faculty member's IBS monthly rate, and faculty may earn up to three months of compensation during the summer period unless sponsor restrictions impose a lower limit.

1. **Summer Instructional Salary** may be subject to restrictions based on sponsor requirements or restrictions.

B. **Sponsored Projects.** IBS serves as the basis for calculating salary budgets included in proposals for external grants and contracts. In addition to institutional policies governing the use of IBS, sponsors may impose additional limitations on salary support, including effort caps, salary caps, and cost-sharing requirements.

C. **Salary Cap Compliance.** Certain federal agencies impose salary caps that limit the portion of IBS that may be charged to sponsored awards. In these cases, Lamar University complies with the sponsor's salary cap requirements while continuing to use the full IBS as the basis for institutional salary calculations and effort reporting.

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VII. EXCEPTIONS

A. Exceptions to this policy may be requested when necessary. Such requests must include written justification, documentation demonstrating compliance with applicable sponsor requirements, and verification that federal awards are not improperly charged. Exception requests require approval from a faculty member's Department Chair, Dean, the Office of Research and Sponsored Programs Administration (ORSPA), and when applicable, the Provost. *No exceptions will be approved that conflict with federal Uniform Guidance, State law, or TSUS Rules and Regulations.*

VIII. REVIEW AND RESPONSIBILITY

Responsible Parties: Academic Policy Advisory Council
Office of Research and Sponsored Programs Administration

Review Schedule: Every three years on or before the date the policy was last revised and/or approved.

IX. APPROVAL

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Provost and Vice President for Academic Affairs Date

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Lamar University President Date

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POLICY LOG

Version 1

xx/xx/20xx
Policy draft completed.

xx/xx/20xx - xx/xx/20xx
Reviews by constituency groups completed.

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Review by campus community completed.

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Policy approved by President.