



Faculty Member Information			
Faculty Member's Last Name:		Faculty Member's First & Middle Name:	
Employee ID:		School/Department:	
Rank, title:		FTE (not including this effort):	

Extra Compensation Request				
Payment Amount Requested:	\$	Start Date of Work to be Compensated:		End Date of Work to be Compensated:
Description of work to be compensated and, if faculty member is full time, reason why this effort justifies a rare exception to policy on extra compensation (include scope of duties, deliverables, etc.):				

Requester Information			
Requester Name:		Phone Number:	
Email:		Date:	
Job Title:		School/Department:	

Business Office Approval	
Lead Administrator Name:	School/Department:
Lead Administrator approval: I approve the funding of this request and confirm that the information on this form is correct.	
Lead Administrator Signature and Date:	

Special Handling for Grant Payments		
Will this be charged to a grant?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If "yes", the services and scope of work for which compensation is being sought must be clearly detailed in the sponsored project proposal. Please obtain approval and e-signature from the Office of Sponsored Projects ("OSP") or Faculty Research Management Services ("FRMS") before submitting this form. If "no", skip the remainder of this section.
OSP or FRMS Authorizer Name:		OSP or FRMS Authorizer Title:
Authorizer certification: I certify that I am familiar with the requirements of this grant, that I have reviewed this extra compensation request, and that this payment is clearly accounted in this sponsored project's proposal.		
Authorizer Signature and Date:		

Please submit this form to the Office of Faculty Administrative Services at:

[Faculty.admin@yale.edu](mailto:Faculty.admin@yale.edu)

Office of Faculty Administrative Services and Provostial Review	
The Office of Faculty Administrative Services will review this form and submit for Provostial approval if required.	
Provostial approval, with signature and date, if required:	

## **Instructions for Requesting Pre-approval for Faculty Extra Compensation:**

### **Principles:**

- For full-time faculty: Yale compensation policy **rarely** allows for compensation charges in excess of institutional base salary for extra work at Yale; when allowed, prior approval is required. For further guidance, refer to:
  - Information on the [OFAS website](#) regarding faculty extra compensation, and
  - [Policy 1001 Compensation Above Salary](#)
- Fully grant funded faculty are not eligible to receive extra compensation during any period in which they are reporting that 100% of their effort was/will be expended on extramurally funded projects. All requests to pay extra compensation to fully grant-funded faculty will be denied.
- Part-time faculty members may be invited to commit extra effort for work that is truly not part of their regular roles, up to a maximum of 100%FTE effort.
- Compensation above base salary that was promised in an approved offer or retention letter, is generally defined as already approved when the offer or retention letter was approved. As such, it may not require Provostial pre-approval.
- Please reach out to [faculty.admin@yale.edu](mailto:faculty.admin@yale.edu) with questions.

### **Process to Obtain Pre-approval:**

#### **Requester:**

1. Initiate the completion of the above form 1001 FR.01 Request for Pre-approval for Faculty Extra Compensation.
2. Submit the form to the Lead Administrator of the paying school/department.
3. If the source of funds is a grant, please obtain approval from the Office of Sponsored Projects ("OSP") or Faculty Research Management Services ("FRMS") before sending this form to the Lead Administrator.

#### **Lead Administrator:**

1. Confirm that the funding source is correct and available for this purpose.
2. If grant-funded, verify that appropriate OSP or FRMS approval is documented on the form. If not grant-funded, skip that section.
3. Demonstrate your approval by signing the form.
4. Email the completed form and all supporting documentation to: [faculty.admin@yale.edu](mailto:faculty.admin@yale.edu).