



TO: Deans

FROM: Jane E. Okech, Vice Provost for Faculty Affairs

DATE: May 15, 2025

RE: Guidelines for Summer Per Diem Pay for United Academics Represented Full-time Faculty

This is a reminder that the terms of the collective bargaining agreement ratified on December 8, 2024, covering full-time faculty members apply to 2025 summer per diem compensation as follows:

June 2025-June 2028: The CBA per diem rate is \$300 per day if the number of hours worked during the day is more than three hours or \$200 per day if the amount worked is three hours or less.

The following activities are pre-approved for per diem pay. There is no need to submit a per diem request form for these pre-approved activities:

- a) New student orientation in June
- b) A Professional Standards Committee (PSC) meeting to process dossiers submitted in summer that require action
- c) A University hiring committee for a dean or other senior leadership position [*NOTE*: Participating in hiring committees for a faculty recruitment is not automatically eligible for additional compensation]

For all other summer activities for which per diem compensation is requested, prior approval from the Provost is required. **Please obtain this approval before assigning and/or discussing the work with the faculty member(s).**

To request approval for per diem compensation, please submit the form, “**Request for Approval for Summer Per Diem Compensation (CBA Article 19.6.c)**,” to Jennifer Diaz (jennifer.diaz@uvm.edu). You will be notified by return e-mail of the Provost’s decision.

Please share this memo with the chairs and directors in your Unit.