



TO: Deans

FROM: Jim O. Vigoreaux, PhD
Associate Provost for Faculty Affairs

DATE: June 25, 2018

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

This is a reminder that the terms of the collective bargaining agreement covering full-time faculty members apply to 2018 summer per diem compensation as follows.

CBA Article 19.6.c stipulates that with prior approval by the Provost, UA members are eligible for per diem compensation for specified summer activities. The CBA per diem rate is \$250 per day if the number of hours worked during the day is more than three hours or \$150 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 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 attached 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 School or College.