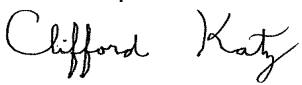




MEMORANDUM

TO: Academic Deans and Department Chairpersons

FROM: Clifford Katz 
Vice Provost for Academic Finances and Academic Personnel

DATE: April 6, 2010

SUBJECT: New 2010 Summer Recontracting Compensation Process

As part of the ongoing effort to streamline administrative procedures, the Office of the Provost is pleased to announce a new summer compensation process for academic year faculty during the upcoming 2010 summer. The new procedure does not require Office of Budget and Financial Planning, Provost Office, or Human Resource Administration signatures and all paper flow related to this new process will occur within the college. These efficiency steps will greatly reduce processing time of payments for summer teaching/learning and scholarship/research activities. Success of this new initiative is dependant on a team effort that requires timely submission of summer salary compensation information within the college by faculty and departments. This streamlined process was developed in concert with the Business Managers in Academic Affairs, Office of Budget and Financial Planning, the Human Resource Administration, and the Payroll Office.

As a reminder, the responsibility for complying with the University Summer Recontracting policy, as stated on the Provost's website (www.uri.edu/provost/summerrecontracting.html), remains with the college and the faculty. Summer compensation duties include those associated with teaching summer courses, carrying out sponsored research activities, and departmental chair responsibilities.

Within your college, the Business Manager is the primary contact for this process. Areas of responsibility have been developed at the department and college levels, and training sessions will take place in April and May. Use of the IP-1 form has been replaced by use of the electronic SR-1 form (www.egr.uri.edu/admin/#Summer). This form is to be used for summer recontracting only. Please be advised that processing of salary requests on the new SR-1 form **must** occur prior to the start of the work performed. Summer 2010 compensation applies to the period 05/23/2010 to 08/28/2010.

Please circulate this information to all faculty who may be affected.

Please feel free to call me if you have any questions.

C: D. DeHayes
L. Barrett
L. Kenerson
J. Cacciola
M. Duggan
Business Managers