



Out-Of-State Employment or Assignment of Faculty and Staff

Major Topics

[Salary Adjustments](#)

[Vacation and Temporary Disability Leave](#)

[Employment of Visiting Faculty](#)

I. Introduction

The University is regularly involved in out-of-state programs which are pertinent and justifiable in view of both the nature and mission of the University. Activities in such programs are considered appropriate professional activities for the faculty and staff associated with the programs.

II. Performance Review, Promotion, and Salary Increases

Faculty and staff on out-of-state assignments shall be evaluated for purposes of performance review, promotion, and salary increases in conformity with on-campus faculty and staff of comparable rank or status.

III. Salary Adjustments

Out-of-state assignments may involve disruptions of individuals' personal and professional lives and additional costs such as those associated with maintaining dual residences and making more long-distance communications. Therefore, relative to such assignments, the following salary adjustments shall be permitted:

- A. During out of state employment or assignments involving at least one month but less than one year of continuous service, salaries of faculty and staff participants may be increased up to ten percent to provide compensation for additional costs usually incurred while on temporary assignments away from home.
- B. During out-of-state employment or assignments involving a period of one year or more, faculty on nine-month, ten-month, or eleven-month assignments may have their assignment period increased and their annual base salaries increased accordingly. (See *Administrative Regulation 3:7 - Faculty Salary Conversion Related to Change in Assignment Period*) Such changes shall be made by mutual agreement of the University and the faculty employee.

- C. Subject to approval of the University and availability of funds, a faculty employee's annual base salary may be increased when an out-of-state assignment does not allow faculty consulting activities in accordance with University policy.
- D. Assignments involving increased responsibilities may carry salary increases up to ten percent of annual base salaries, subject to University approval. The increase shall be limited to the period during which the individual has increased responsibilities. No such adjustment shall be made for a temporary assignment of sixty days or less.
- E. Faculty and staff serving in such assignments supported through contracts, grants, or cooperative agreements from governmental agencies or other institutions shall be eligible to receive other allowances and benefits which the funding agencies normally afford their employees. In the absence of other arrangements, the regulations for United States Government employees may be used.

IV. Vacation and Temporary Disability Leave

Faculty and staff on out-of-state assignments shall be entitled to annual leave and temporary disability leave normally available to them under applicable University policies.

V. Employment of Visiting Faculty

When it is necessary to employ visiting faculty for out-of state assignments, such appointments shall be made in accordance with AR 2:1, Section II.C.5.

When individuals are on leave from similar institutions where they are employed in capacities equivalent to those for which they are being employed in out-of-state programs, salaries shall be commensurate with University of Kentucky salaries for that position.

VI. Exceptions

Deviations from these guidelines may be made upon written approval of the Provost or the appropriate executive vice president.

VII. References and Related Materials

Administrative Regulations (AR):

AR 2:1-1 Procedures for Faculty Appointment, Reappointment, Promotion, and the Granting of Tenure

AR 3:7 Faculty Salary Conversion Related to Change in Assignment Period

Revision History

AR II-1.1-8: 6/16/1983, 8/5/1987, 1/11/1999

AR 3:4 5/29/10

For questions, contact: [Office of Legal Counsel](#)