

**DEPARTMENTAL REPORT ON SUMMER PAYMENT OF FUNDS
ADMINISTERED BY THE UW-MADISON
OF MORE THAN TWO-NINTHS
OF THE ACADEMIC YEAR**

The Board of Regents requires that any faculty, academic staff, or limited appointee on an academic year (9-month) appointment receiving more than 2/9 salary during a summer appointment must obtain prior approval from the appointee's Dean or Director (requirement of UW System Academic Planning Statement [ACPS] #4).

It is the policy of the UW-Madison (refer to Ch. 11.02 of the Unclassified Personnel Policies and Procedures) that any faculty, academic staff, or limited appointee on an academic year (9-month) appointment may not exceed eight months summer salary over any three-year period.

PLEASE NOTE: Total compensation earned during the summer months, including payments for overload assignments, may not exceed the maximum salary allowed by this policy.

No later than October 1 of each year, each Dean or Director is required to send a summary report to the Academic Personnel Office (166 Bascom Hall) listing the name and rank of each individual approved for more than 2/9 summer salary, the department, and the current summer appointment plus the term of the summer appointment for the last two years.

<u>NAME</u>	<u>RANK</u>	<u>CURRENT SUMMER</u> (2/9, 2.27/9, etc.)	<u>PREVIOUS SUMMERS</u> 20__ 20__	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

APPROVAL: _____
(Department Chair) (Date)

VERIFY: _____
(Dean) (Date)