Overview

Exceptional Performance Pay (EPP) may be used to reward a faculty member for extraordinary performance or a specific accomplishment that is beyond normal expectations of a faculty member as described in their Position Responsibility Statement (PRS). EPP is not used to recognize standard performance of faculty position responsibilities.

Examples of situations where Exceptional Performance Pay may be given include:

- Completion of a major project or initiative that significantly improves mission attainment in education, research, or extension and outreach
- Significant extraordinary effort beyond the fulfillment of all position responsibilities and normal expectations of the job – effort that is major, key, or vital to the unit and that resulted in a significant positive impact or productivity gain.
- Recognition of significant revenue generation or cost savings (or for the support of revenue generation or cost savings) beyond the expectations of external funding for grant funded research.
- Extraordinary effort during times of critical need (e.g., meeting a critical deadline that could otherwise have an adverse impact, critical business operations, significant revenue loss/generation, or major project)

EPP shall not be used as a substitute for providing ongoing performance-based salary adjustments.

Eligibility

EPP may be given to any currently employed faculty member (term or tenured/tenured-track, full or part time) who has been at Iowa State University in an active faculty role for at least one year from onset of faculty position at the time the EPP is awarded. The faculty member must have a current Position Responsibility Statement fully signed and accessible in Workday. They must also have a current (within past 12 months) written satisfactory annual review completed and acknowledged through the Workday process.

Faculty currently serving as academic administrators, i.e., those holding the title of department chair, school director, dean (assistant, associate), provost (assistant, associate), vice president (assistant, associate), senior vice president, senior policy advisor, Ames Lab Director, and president are not eligible.

Program Parameters

- EPP may be awarded at any time during the fiscal year and will be paid in the form of a lump sum payment that is not added to the base salary.
• EPPs must be timely and made shortly after the accomplishment or completion of the project or accomplishment; not to be awarded until accomplishment or project is fully completed. A supervisor should not wait until the end of the fiscal year.

• A faculty member may receive an EPP award only once per fiscal year for an amount up to 10% of their base salary.

• The award amount should reflect the magnitude and scope of the accomplishment. Awards near 5% are typical. Requests for the maximum of 10% of base salary should be rare and reserved for accomplishments that are extraordinary in nature.

• No more than 10% of a college’s total faculty may receive an EPP award in a given fiscal year.

Funding

The department chair and dean are responsible for identifying the funding source(s) of the EPP.

Consideration for utilizing multiple institutional resource types (legislative and restricted funds) is encouraged. Examples of fund sources include the general fund, advance commitment fund, gift accounts in compliance with the terms of the gift as outlined in the memorandum of agreement, to name a few.

The employee’s primary academic department and/or the college will ensure said expenditures are allowable and appropriate by the funding source. Other departments with an affiliation to the employee may also fund EPP with approval of primary academic department. A description of the affiliation should be included with the justification statement.

Process Steps

1. The chairs/supervisor shall submit the EPP request via the university request form. The request must come from the chair/supervisor and not as a request or nomination from a faculty member.

2. The chair/supervisor must provide clear and specific justification of exceptional performance using measurable standards. (Incomplete rationale will be returned to the department.) The department should utilize their HR Delivery Team for assistance as needed.

3. The chair/supervisor shall indicate the amount of EPP requested to be paid.

4. The EPP request must be approved by the faculty member’s department chair/supervisor and dean/director.

5. The request should be emailed to svpp_personnel@iastate.edu which will then route it directly through ServiceNow for review and approval by the SVPP.

College Responsibilities

Each college will communicate to its department chairs, school directors, and supervisors the opportunity and process for the EPP program. Prior to any submissions, the college will develop a written process for its consistent evaluation of requests which shall be approved by the Provost’s Office. Additionally, each college must track necessary reporting information for purposes of meeting the program requirements and Board of Regents policy requirements.
Reporting Requirements

The Office of the Senior Vice President and Provost will maintain faculty EPP records and compile for each unit and the University aggregate that will be provided to the Colleges and the Board of Regents on an annual basis.

This program shall end on June 30, 2025, unless renewed.