



■ OFFICE OF THE EXECUTIVE  
VICE PRESIDENT AND  
UNIVERSITY PROVOST

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June 7, 2005

Deans and Vice Presidents  
University of Louisville

Dear Colleagues:

Approximately five years ago, the University initiated an Additional and Supplemental Compensation Policy that requires the Provost's approval and signature for additional or supplemental pay that exceeded \$15,000 or 20% of base pay.

Recent review of this policy by our office has led us to the conclusion that Provost Office approval (and signature) will no longer be required for processing additional compensation forms. Therefore, effective immediately, we will change this policy to require only the approval of the relevant dean or vice president.

In making this policy change, please note that the respective dean or vice president will be directly accountable for all such additional pay distributed in their units. We shall require an annual report that will include the names, amounts and justifications for all faculty and staff receiving supplemental pay. Additionally, all audits will continue to include a review of additional and/or supplemental pay.

We hope this change will expedite matters for you. Thanks for your help!

Sincerely,

Shirley C. Willihnganz  
Executive Vice President and University Provost

SW:kc

cc: Julien Carter  
David Barker  
Susan Ingram  
Bob Cochran