

Rice University
ACADEMIC SALARY PAYMENT OPTION
(For Benefits Eligible Non-Tenure/Tenure Track Faculty Members Only)

Name _____

Employee ID # _____ Department _____

The typical faculty appointment is a 9 month appointment running from August 16 to May 15. Benefits eligible non-tenure/tenure track (NTT) faculty have the option of choosing a salary payment option of either 9 month pay or having their 9 month salary paid out over the 12 months of the full fiscal year (July 1 to June 30).

In order to choose the 12 month pay option, benefits eligible NTT faculty must make this election by the first day of the month in which they begin work (i.e., benefits eligible NTT faculty who begin teaching in mid-August must make this election no later than August 1).

This election is considered “evergreen,” meaning that your election will remain in effect until you make a change by completing this form and submitting it to Human Resources at either MS 92 or via fax to 713-348-5479 no later than August 1 of a new academic year. Once an election is made, it is irrevocable until the following academic year.

If an election form is not completed, the default for NTT faculty is for nine month appointments to be paid out over those nine months.

I elect the nine (9) month option

Salary will be paid out over the 9 month academic year (8/16 to 5/15)

I elect the twelve (12) month option

Salary will be paid out over the 12 month academic year (7/1 to 6/30)

Signature

Date