

***MOUNT SINAI SCHOOL OF MEDICINE  
FACULTY COMPENSATION PROCEDURES***

1. Every faculty member's compensation is set and paid consistent with Mount Sinai's policies.
2. All compensation transactions must be initiated by Departments using either Sinai Central or the Human Resources Transactions System (HRTS) as appropriate. Under no circumstances may Departments request that any other administrative offices authorize or generate a compensation payment for faculty.
3. All components of faculty compensation, including those governed by a contract and those proposed through the MSSM Investigator Incentive Plan, must be reviewed and approved by the Office of the Dean, which will consider accuracy, adherence to the Faculty Compensation Policy and other institutional policies, availability of funding support, fair market value, regulatory compliance and consistency with an individual's contract, if applicable.
4. Total compensation generally should not exceed the 75<sup>th</sup> percentile of the published survey data (adjusted for New York City cost of living). Proposed compensation greater than the 75<sup>th</sup> percentile will undergo comprehensive review and may be reported to and may require the approval of the Compensation Committee of the Board of Trustees.
5. Total compensation greater than \$350,000 will be reported by the Office of the Dean to the Compensation Committee of the Board of Trustees.
6. The Faculty Supplement Payment Request form on Sinai Central must be used for all supplements and transactions, including the following:
  - a. Initiation of supplement payments to a new faculty member;
  - b. Annual renewal of current faculty supplements. No later than December 31, a new supplement form must be submitted for each faculty member to support supplement payments for the next calendar year;
  - c. Implementation of changes during the year in the estimated supplement of a faculty member;
  - d. One-time payments for moonlighting or on-call coverage;
  - e. Implementing supplemental payments to a faculty member whose employment contract is expiring. A new form must be submitted at least 30 days prior to the contract expiration date.
7. Faculty are expected to cover 100% of their total compensation and associated fringe benefits. Generally, the distribution of faculty effort, consistent with funding sources that support compensation and productivity expectations are determined together with the Department Chairman. Unless a contractual exception exists:
  - a. Clinical faculty are expected to cover their compensation and associated fringe benefits from faculty practice clinical receipts, sponsored research grants and institutionally funded CARTS support.
  - b. Scientists in the Academic Track are expected to support a minimum of 65% of their base salaries and associated fringe benefits from extramural funding sources; the remainder must be covered by other revenue-generating activities such as research ("R dollars"), teaching ("T dollars"), clinical care or philanthropy as appropriate. Supplements and bonuses must also be covered by revenue-generating activities. New faculty may be exempt from the 35/65 distribution guidelines during their start-up period (generally 2-3 years), with the Dean's approval.

- c. Research Track faculty are expected to support 95% of their base salary and associated fringe benefits from appropriate, available extramural funding sources related to their roles and responsibilities. Support for the remaining 5% must be identified by the department
- d. Incentive compensation payments to investigators must be made on the basis of overall academic productivity and cannot be charged to federal grants.

If faculty cannot cover 100% of their compensation and fringe benefits from available sources of support, compensation may be reduced until the target 100% coverage is reached using existing funding sources related to the faculty member's effort. If no funding sources are available, compensation may be reduced to the minimum amount for the individual's faculty rank.