

# Instructions

## Recommendation for Off-Cycle Faculty Bonus Award

### General Information

Normally, the recommendation for a faculty bonus award will coincide with the University's annual salary administration process for faculty salary increases. The President may approve individual exceptions to the Faculty Bonus Award Policy to meet the changing needs of Virginia Commonwealth University.

### Eligibility

See FACULTY BONUS AWARD POLICY located at [http://www.vcu.edu/provost/univ\\_policies/facultybonusaward20060209.pdf](http://www.vcu.edu/provost/univ_policies/facultybonusaward20060209.pdf)

### How to Process a Recommendation for Off-Cycle Faculty Bonus Award

1. Department Chair or Director submits a completed *Recommendation for Off-Cycle Faculty Bonus Award* form to the Dean or Unit Head. The form is located on the Human Resources' website at <http://www.hr.vcu.edu/forms/index.htm> and the Administrative Toolkit's website at <http://www.toolkit.vcu.edu/forms.htm>.
2. Dean or Unit Head reviews and, if approves, submits to appropriate Vice President. (If unit reports directly to the President, Vice President approval is not required.)
3. Vice President reviews and, if approves, submits to President for approval.
4. If approved by President, bonus award is reported to the Board of Visitors at its next scheduled meeting. The Board of Visitors meets four times per year usually in February, May, August and November.
5. Subsequent to Board of Visitor approval, Vice President enters date of approval and returns the completed *Recommendation for Off-Cycle Faculty Bonus Award* form to the Dean or Unit Head.
6. Dean or Unit Head prepares a notification letter to the faculty member. A notification letter template is available from the Provost's Office. For a copy of the template, please contact the Human Resource Administrator in the Provost's Office at 828-1484.
7. Dean or Unit Head coordinates the distribution of the bonus award with the faculty member. The faculty member may select a cash distribution or may discuss tax-deferral options with a VCU Human Resource Generalist at 827-1770 or [hrgen@vcu.edu](mailto:hrgen@vcu.edu) within a week of the date on the notification letter. Tax-deferring the bonus depends on the faculty member's previous Tax-Deferred Annuity (TDA) contributions or the timing of the off-cycle bonus. If the deferred option is selected, faculty must complete a *Salary Reduction Agreement (SRA)* available at <http://www.hr.vcu.edu/forms/SRA.pdf>.
8. After conferring with the faculty member, the Dean or Unit Head submits the completed *Recommendation for Off-Cycle Faculty Bonus Award* form and, if applicable, the SRA directly to VCU Payroll Services for processing and payment of the bonus award. The *Recommendation for Off-Cycle Faculty Bonus Award* form serves in lieu of a PAF.