

Section: Salary

Policy Number: 1-2

Policy Name: Direct Charge Academic Faculty Salary

Date: July 1, 2011

Revisions:

I. PURPOSE

To allow for the use of sponsored activity projects in direct charging faculty salary for relevant portions of faculty members research workload and provide incentive to faculty who do so.

II. POLICY

Faculty in the College of Engineering who have budgeted sponsored activity projects (awards) for academic year salary may use these funds to relieve the College Budget for a portion of their workload which was designated as research.

III. SALARY RELIEF

Faculty who elect to offset their research workload by funding salary already committed by the College, may do so at any point during the fiscal year. Notifying the college business office administrators will trigger the necessary logistics to make this occur.

The salary, related fringe benefits and Facilities & Administrative rate will be charged to the sponsored award as direct expenses. The salary and fringes will therefore be relieved from the College budget amounts through this transaction.

IV. ELIGIBILITY AND APPROVAL

Faculty must first seek approval from their department chair to confirm the appropriateness of their participation as it relates to their workload. Approval may be provided in the form of email.

V. FACULTY INCENTIVE

Faculty participating in salary relief will receive 50% of the amount of salary and fringe which was relieved from the College budget (which, depending on the fringe rate, may differ from that which was charged to the sponsored budget). This amount will be returned to the faculty

supplemental funds code no less than quarterly. Supporting back up of the amount will be attached to the transaction documentation.

VI. **DEFINITIONS**

1. ***Workload:*** Per the faculty handbook, Article XI, section 11.3: Workload is defined as teaching, including instruction in regular academic year courses with assigned credit hours and mutually agreed upon instructional assignments, such as thesis, dissertation, seminar and special problems supervision (workload of faculty members on ten month or fiscal year contracts may include summer session courses); research, including sponsored research; advising; committee work; and University-administered, consultative, and organized activities, not only inside but also outside the University, when such activities by mutual agreement bring benefit and/or prestige to the University.
2. ***Sponsored Activity Projects:*** Funds provided to the university by a sponsor for activity related to research, public service or instruction. These projects have specific budgets designated for the scope of work and are managed separately; these are also referred to as organized research.

Submitted by: Deans Office, College of Engineering