

COLLEGE OF EDUCATION AND HUMAN SERVICES

SPONSORED ACADEMIC ACTIVITY INCENTIVE POLICY

October 2, 2002

I. BACKGROUND INFORMATION

This document is consistent with the Board of Trustees Policy Bulletin # 36 and the Principles of the West Virginia External Funds Merit Salary Pool document, and it delineates specifically the policy and procedures that will be used in the **College of Education and Human Services (CEHS)**.

While the principles outlined in this document can be used to promote and reward research and scholarship, a case-by-case discussion with the Dean and the Department Chair is required to insure that the teaching and service obligations of each faculty member are not compromised.

The Department Chair is responsible for maintaining quality instruction and service within the department. In all such discussions the concept of “Released Time” and “Research Incentive Salary” (RIS) must be clearly understood and differentiated.

“Released Time” refers to that portion of the normal teaching or service commitment of a faculty member, which he/she “buys” from the Department with external funds so that he/she can engage in research/scholarship. The Department keeps the state appropriated funds to hire temporary help to cover the released commitments.

The “RIS” concept pertains strictly to that part of a faculty member’s time committed for research on his/her state contract. The faculty member still performs his/her normal teaching and service obligations during the academic year.

II. INTRODUCTION AND DEFINITION OF EXTERNAL FINANCIAL SUPPORT

It is assumed that sponsored research and other sponsored scholarly activities by University faculty satisfy the scholarly needs of the University and the objectives of the sponsoring agency.

The University provides faculty and facilities’ the sponsor, funds for the research and scholarly activities. Because the faculty time and effort are required, it is reasonable for the University to request funds from the sponsor to support faculty effort. Whenever possible, it is prudent for the University to dedicate those funds to the enhancement of research and scholarship. Improved faculty salaries, linked to research and scholarship, can be expected to enhance the scholarly effort of the faculty.

For purposes of this document, external support refers to financial support not derived from state Policy Commission budgeted sources.

III. REQUESTS FOR SALARY SUPPORT ON GRANTS AND CONTRACTS

Faculty members who apply for externally funded grants or contracts are encouraged, if the granting agency permits, to request in the proposal a reasonable percentage of their (and of other participating faculty members) total contract salaries, including fringe benefits.

“Reasonable” refers to an estimate of the time commitment needed to carry out the individual’s portion of the proposed project.

IV. PROCEDURES FOR DISTRIBUTION OF FUNDS

- A. A faculty member will have access to 75% of the grant or contract personnel funds recovered in association with his/her participation in funded project(s).
- B. The amount of externally funded incentive salary an individual may receive, however, will not exceed 20% of the contract base salary on a month by month basis for the duration of the grant/contract.
- C. The remaining 25% of these funds will be allocated as follows: 15% to the department and 10% to the Office of the Dean. The use of these funds will be determined by the department Chair and Dean respectively.
- D. A separate contract (see Attachment A) will be entered into with faculty at the time the external funds are awarded. The contract will call for semi-monthly incentive salary payments for the duration of the grant/contract. Neither incentive salary nor lack of it will affect the regular base salary figure.
- E. Interdisciplinary Efforts – Obviously, Department Chairs within the College need input on these and other matters relating to their faculty member’s participation in grants and contracts. Normally, this would occur when the application is under preparation and when it is funded. Similarly, when other Colleges are involved, the Dean will need to come to agreement with the Dean(s) of the other College(s)/School(s) about incentive salaries. The appropriate Vice President(s) will also need to approve these arrangements. Following is a preferred approach:

For funded grants/contracts originating within the **College of Education and Human Services**, all of the grant recovered personnel dollars associated with an “outside” faculty member’s participation would be retained by that College or School to use at its discretion.

Similarly, for a project involving **CEHS** faculty but originating in another College or School, recovered funds will be retained by **CEHS** for the proper allocation as outlined in IV above.

V. ELIGIBILITY

All state funded faculty (including FEAP's) are eligible to participate.

VI. CONSULTATION

The eligibility and acquisition of incentive salary are unrelated to consultant activities of the faculty as described in the WVU Faculty Handbook.

VII. EXAMPLES

Following are two illustrations with calculations showing how the program could work.

Illustration Number One

A faculty member's base salary is \$30,000. He/she has a one-year grant committing 15% of his/her time during the academic year. Funds recovered from the grant for his/her time amount to \$4,500 (15% of \$30,000). A salary of \$4,500 is recovered from his/her state funded salary and is apportioned as outlined in IV A and B above; i.e., 75% of \$4,500 = \$3,375 to be received as research incentive salary and paid in semi-monthly installments across the period of the grant. If the faculty member holds a nine month appointment, he/she would receive the incentive salary in 18 payments @ \$187.50 each. If the faculty member holds a twelve-month appointment, the incentive salary would be paid in 24 payments of approximately \$140.50 each.

The department would receive \$675 (15% of \$4,500); the Dean's Office would receive \$450 (10% of \$4,500).

At the end of this grant the faculty member's total salary would revert to a base salary paid totally from state appropriated funds.

Illustration Number Two

Another faculty member, whose salary is also \$30,000 is involved in two funded grants. The first as described in Illustration Number One involves 15% of his/her time. The second grant covers 20% of his/her time. In this illustration, recovered state funded salary amounts to \$4,500 (15% of \$30,000) plus \$6,000 (20% of \$30,000), a total of \$10,500.

The faculty member will receive incentive salary in the amount of \$6,000 (20% of \$30,000). Since he/she cannot receive the total 75% of funds released (\$7,875), the difference \$1,875) is allocated to the department, along with its normal 15% (\$1,575), for a total departmental allocation of \$3,450. The remainder of the released funds, \$1,050 (10% of \$10,500) would be allocated to the Dean's Office.

In this case, the faculty member would receive the \$6,000 incentive salary in 18 semi-monthly payments of \$333.33 each (if on a nine month contract) or 24 semi-monthly payments of \$250 each (if on a twelve month contract).