RESEARCH REASSIGNMENT AND SALARY SAVINGS POLICY
(aka: Research Buy-Out)

Effective Date: January 1, 2019
Authority: Dean

PURPOSE
Funded research activities require a significant commitment of time that influences faculty members’ assignment of duties. In addition, faculty may engage in research activities through their teaching and/or service assignments that do not require extramural funding. When grant and contract funds are awarded, the faculty member’s salary is charged to a grant account thereby generating salary savings (E&G funds) to the college. As a result, the College and School/Department benefit financially when a faculty member obtains funds for a research reassignment for a period of their academic year workload using grant and contract (C&G) funds. The purpose of this policy is to define the issues associated with securing a research reassignment of time and allocation of the funds generated by salary savings.

POLICY STATEMENT AND PROCEDURES
Faculty research FTE can be allocated to any semester (fall, spring, or summer) within a proposal in accordance with the needs of the project and the approval of the Principal Investigator’s (PI) supervisor (Department Chair or School Director). However, the salary savings policy is operational only during fall and spring semester because no salary savings are generated during the summer semester.

When a contract or grant proposal is developed, the CCIE Research Administrative Services Team (RAST) and Principal Investigator will develop a grant budget that reflects the time commitment (FTE) of each faculty member working on the grant. When a faculty member serves in a key personnel role (i.e., PI, Co-PI, or Senior Personnel) on a grant at a level of 25% FTE (based on the PI’s 9-month salary), funds for research reassignment will be provided to the PI’s department/school.

Large grants may require more than a one-course reassignment of time for research. This is permissible and encouraged with the approval of the Department Chair/School Director with the expectation that all faculty members will teach at least one course per year. Exceptions to the one-course-per-year teaching expectation require approval from the Dean.

When grant work involves less than 25% FTE, reassignment of time for research do not accumulate (i.e., 10% one semester, 15% another semester). In these cases, the E&G salary savings will be available for summer salary to conduct research in the following summer semester.

Prior to each semester, RAST will work with each PI and their academic unit’s financial assistant to approve the Sponsored Research Annual Faculty Effort Worksheet to ensure that personnel costs are charged to the appropriate grant accounts. This information will assist faculty in certifying their effort on the annual Effort Reporting System (ECRT).
Department Chairs and School Directors are expected to use a portion of the salary savings transferred to their unit to provide replacement instruction, that is, to pay instructors to teach courses that are vacated by faculty due to reassignment of time to research activities. Any remaining funds may be used at the discretion of the unit head in support of activities that enhance scholarship (e.g., honoraria for guest speakers, proposal development expenses, research supplies, technology).

Given the infrastructure costs associated with the new college start-up and the imminent move of several units to the new downtown campus, Dean Carroll has adopted the following Salary Savings distribution formula for 2018-2020:

**SALARY SAVINGS DISTRIBUTION (2018-2020)**

<table>
<thead>
<tr>
<th>Faculty Rank</th>
<th>Unit</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Tenured Faculty</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>75%</td>
<td>25%</td>
</tr>
<tr>
<td>Professor</td>
<td>50%</td>
<td>50%</td>
</tr>
</tbody>
</table>

This policy may be reviewed by the CCIE Research Committee to make recommendations to the Dean regarding suggested modifications to the policy.

*Approved by:*

*Pamela S. Carroll*

*Dean, College of Community Innovation and Education*

*11/15/18*