

# EBERLY COLLEGE OF ARTS AND SCIENCES

## EXTERNALLY SPONSORED ACADEMIC ACTIVITY INCENTIVE POLICY

Revised March 2003

### I. INTRODUCTION AND DEFINITION OF EXTERNAL FINANCIAL SUPPORT

It is assumed that externally sponsored academic activity, whether research, teaching, or service, involving University faculty satisfies the scholarly needs of the University and the objectives of the sponsoring agency. The University provides faculty and facilities; while the sponsor funds research and scholarly activities. Because 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 academic activities. To this end, an incentive pool can be created from state funds released when a faculty activity is funded by a grant or contract. This incentive pool may be used to provide funds to support travel, equipment, faculty salary enhancements, graduate student support, and other activities that enhance the academic mission.

External support in that context refers to financial support not derived from state budgeted sources. Academic activity incentive consideration will be given to programs of high quality that are compatible with the objectives of the Departments and the College, regardless of the funding source. As always, programs funded by federal, state or private sources must receive the approval of the Department Chair, the Dean and the Provost, prior to being initiated.

### II. REQUESTS FOR SALARY SUPPORT ON GRANTS AND CONTRACTS

All state-funded faculty members (including FEAPs) who apply for externally funded grants or contracts should request funding to support a percentage of their total nine-month salaries as outlined in their notice of appointment, including fringe benefits, consistent with their time commitment to conduct the proposed academic activity.

### III. PROCEDURES FOR DISTRIBUTION OF ACADEMIC ACTIVITY INCENTIVE FUNDS

While the principles outlined in this document can be used to promote and reward externally sponsored academic activity, a case-by-case discussion with the Dean and the Department Chair is required to ensure that the academic obligations of each faculty member are not compromised. The Department Chair, in cooperation with the Office of

the Dean, is responsible for maintaining quality instruction and service within the Department. In all such discussions, the concept of “Released Time” will supersede the concept of academic activity incentive.

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

As discussed below, the Academic Activity Incentive concept pertains strictly to that part of a faculty member’s time committed for the academic activity out of the time he/she is paid to perform work as part of his/her academic year appointment as outlined in his/her notice of appointment each year. The faculty member still performs his/her other normal obligations in teaching, research, and service during the academic year.

- A. Any state-funded faculty member (including FEAPs) will have access to seventy-five percent (75%) of state funds recovered in association with his/her participation in an externally funded academic activity.
- B. These funds may be used to support travel, equipment, graduate students, faculty salary enhancements, or other activities that enhance the academic mission. The amount that may be allocated as a salary enhancement may not exceed twenty percent (20%) of the faculty member’s academic year base salary.

NOTE: The receipt of incentive salary does not alter the base or salary of a faculty member.

- C. Because a minimum of seventy five percent 75% of incentive income each year is available to specific faculty, the remaining twenty five percent (25%) may be used to otherwise foster academic activity. Recommendations for use of fifteen percent (15%) will be initiated by the Department Chair and approved by the Dean. The remaining ten percent (10%) will be used at the discretion of the Dean.
- D. Incentive allocations will be distributed twice each year and will be based upon funds generated from the current year’s grant activities. If applicable, each year a separate academic activity incentive agreement must be drafted by the faculty member requesting participation in this program. The request must include a copy of the individual’s notice of appointment which provides their base salary. Neither academic incentive nor lack of it will affect the regular base salary figure. The agreement will call for two incentive payments each year as long as the individual is on the payroll at both times in a given year. The funds will be distributed at the end of each semester during the academic year and will represent the funds released for that semester.

- E. For funded grants/contracts originating within the Eberly College of Arts and Sciences, all of the grant-recovered State personnel dollars associated with an “outside” faculty member’s participation would go to that College’s or School’s incentive pool. That is, the other College or School would have the funds to provide incentive in the current year’s contract and would have any remainder to support research and scholarship as recommended by their Department Chair and/or Dean.

Similarly, for a project involving Eberly College of Arts and Sciences faculty but originating in another college or school, recovered funds for our faculty will go into the academic activity incentive pool for the Eberly College of Arts and Sciences and distributed per this policy. It is the faculty member’s responsibility to make arrangements for this to occur, in advance of the salary funding distribution change.

Comment: This approach would eliminate involvement in contract negotiations and related salary matters with faculty outside of the Eberly College of Arts and Sciences. It maintains Departmental and College authority relationships and gives additional incentives to Department Chairs and Deans to have their faculty cooperate across disciplines.

#### IV. ELIGIBILITY

All state-funded faculty members are eligible. This includes personnel holding Faculty Equivalent/Academic Professional (FEAP) positions.

#### V. CRITERIA FOR DISTRIBUTION OF FUNDS

Quality research and scholarship are emphasized. As previously mentioned, seventy-five percent (75%) of individual external sponsored academic activity incentive is available to a faculty member. Of this amount up to twenty percent (20%) of the base salary for a given academic year may be provided for faculty salary enhancement.

## VI. EXAMPLES

### Number One

A faculty member's base salary is \$30,000. He/she has a one-year grant committing fifteen percent (15%) of his time during the academic year. Funds recovered from the grant for his time amount to \$4,500 (15% of \$30,000). A salary of \$4,500 is recovered from his state-funded base salary and goes into the academic activity incentive pool of the College.

It is possible for him to receive up to \$6,000 (20% of \$30,000) in incentive salary. Based upon his grant, he has accrued an incentive contract of \$3,375 (75% of \$4,500). This money will be paid to him in two installments, on or about December 31 and May 31. Thus, with his/her incentive agreement, his/her total salary will be \$33,375.

The Department Chair and the Dean will use the other \$1,125 to support academic activities.

The one-year grant was terminated at the end of the year. The incentive salary is no longer available to the faculty member in the next year; his/her total salary will consist only of the state-funded base salary for that year.

### Number Two

Another faculty member, whose salary is also \$30,000, is involved in two funded grants. The first as described in example number one involves fifteen percent (15%) of his/her time. The second grant covers twenty percent (20%) of his/her time. In this example, recovered state-funded salary for the incentive pool amounts to \$4,500 (15% of \$30,000) plus \$6,000 (20% of \$30,000), a total of \$10,500.

It is possible for him/her to receive up to \$6,000 (20% of \$30,000) in incentive salary. He/she is assured of at least seventy-five percent (75%) of the generated funds (\$10,500) or \$7,875. Therefore, he/she will be certain of an incentive agreement of \$6,000. His/her total salary for that year will be \$36,000. The principal investigator's remaining \$1,875 (\$7,875 less \$6,000) in incentive pool funds can be used for other academic activity support. Lastly, \$2,625 is available to the Department Chair (\$1,575) (60% of \$2,625) and the Dean (\$1,050) (40% of \$2,625) for academic activity support.

Approval:

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M. Duane Nellis, Dean  
Eberly College of Arts and Sciences

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Gerald E. Lang, Provost & Vice  
President for Academic Affairs  
and Research

Date \_\_\_\_\_

Date \_\_\_\_\_