

June 29, 2012

DIVISIONAL DEANS

RE: Charging Faculty Salaries to Extramural Research Funds

Dear Colleagues:

I write to you to announce the campus's guidelines for charging faculty salaries to extramural research funds, effective July 1, 2012. The attached guidelines provide the framework for this process. Each Dean can determine the best way to announce and implement the procedures within their respective division.

As we discussed at our June 7, 2012 DAC meeting, this procedure enables PIs to repurpose extramural funds. It does not allow for the reduction of a faculty member's responsibilities in teaching, research, or service. Since this is only a repurposing of funds and not a change in responsibilities, the professorial appointment will remain at 100 percent and only the funding distribution will change.

In addition to these guidelines, course buyouts are still allowed. A course buyout reduces the professorial teaching responsibility and therefore results in a reduction in the professorial appointment, along with the addition of a faculty researcher appointment. The standard buyout rate for one course is 15 percent of a faculty member's annual salary, or 45 percent for one quarter. Please keep in mind that if a faculty member's professorial appointment drops below 50 percent, they are no longer eligible for the accrual of sabbatical credits during the period of that reduction. At this time, I would also like to remind you that course buyouts are intended to be used on an infrequent basis (i.e., no more than one buyout per year per faculty member).

Please work with your department and program chairs to insure these two programs do not impact the department's teaching program.

Sincerely,



Alison Galloway
Campus Provost and
Executive Vice Chancellor

cc: Chancellor Blumenthal
Director Castro, Office of Sponsored Projects
Vice Chancellor Delaney
Vice Chancellor Margon
Assistant Vice Chancellor Peterson

UC SANTA CRUZ
GUIDELINES FOR CHARGING FACULTY SALARIES
TO EXTRAMURAL RESEARCH FUNDING

Purpose

The UC Santa Cruz guidelines for charging salaries to extramural research funding will permit ladder-rank faculty to charge a component of their salary to extramural research funds awarded to them as Principal Investigator (PI), as allowed by the sponsor. This will generate salary savings from the state-funded provision (PI's senate title FTE) thereby providing a mechanism for the division and department to support temporary commitments and for the PI to support funding needs through the creation of a discretionary fund. This fund will carry the same restrictions as other state (1990) funds.

Program Participation

Faculty participation is voluntary. An individual faculty member requests participation by submitting a request to the divisional dean, specifying the time period and percent time to be charged to extramural funds, the fund number to be charged along with approval from the fund administrator and the approval of the department chair. The dean has final authority to approve the request. Approval must be obtained prior to the pay period associated with the affected quarter (see Guideline #4 below).

Salary Savings

Salary savings generated through this program and distributed to the faculty member are to be used for temporary commitments in support of research activities of the PI. Salary savings are state funds and come under any associated restrictions. Any unexpended funds may be carried forward at the end of each fiscal year with no time limitations. Salary savings are distributed in the following manner:

Faculty Member	75%
Department	15%
Division	10%

Teaching, Research, and Service Requirements

Under the guidelines, there is no release from teaching, research, or service duties. This is not a course buyout program. Approved participation does not release the faculty member from any teaching or service obligations. The faculty member is expected to complete their full complement of course offerings and service commitments to the department, the campus, and their profession. Subsequent personnel reviews will not distinguish between funding source.

Guidelines

1. Faculty can charge up to 30% of their quarterly salary to extramural source(s). Faculty may request participation for up to one academic year, in quarterly increments. There is no limit on the number of quarters of participation; however, renewal requests must be submitted annually.
2. The percent effort on a contract or grant must be reported through the effort reporting process.
3. The salary charge must be allowable by the sponsor agency and fall within the total percentage of the investigator's effort on the project.
4. No retroactive transactions will be approved or processed. Extramural funds will be charged consistent with academic quarter payroll dates: Fall Quarter: July-October; Winter Quarter: November-February; Spring Quarter: March-June.
5. Benefits costs associated with the percent effort charged to extramural funding will be charged to that funding source. Salary savings do not include the benefits portion that would have been paid by state funds.
6. The CP/EVC may request an annual report from the Dean.