

## 2024 Salary Release Guidelines for Faculty and Staff

This guide provides standard salary release/savings policies and procedures within the College of Engineering and within compliance with the Faculty Staff Handbook and Provost guidelines.

- **Teaching Release** – Faculty member’s teaching responsibilities are replaced/reduced (e.g., faculty member pays 12.5% of their academic year salary on a grant to be released from a 3-credit course):
  - \$8,000 of the released funds may be used to hire an instructor for the course being released from, as needed, and agreed upon by the Chair and Dean.
  - Half of the remaining funds will be to support the college’s Faculty Start-up fund.
  - The other half is to be split between the department and the college on a 50:50 basis.
  - All funds will be budgeted and approved by the department chair and the dean.
  
- **Research Release** – Faculty member who is funded by a sponsored project during the academic year with no reduction in course load:
  - The unit can reserve some of these funds to provide summer salary for the generating faculty member according to the policy for non-grant work developed by the Research Office. A faculty member can buy out and use 100% of the academic year buyout to support up to 3 weeks of summer salary. The deadline to use 3 weeks of summer salary is by the end of the fiscal year, exceptions as approved by the dean.
  - Above the amount for summer salary, half of the remaining funds will be to support the college’s Faculty Start-up fund. The remaining funds will go to the faculty member.
  - A faculty member is expected to use their summer salary funded from release time to support university activities. The dean, unit administrator, and faculty member will agree on a set of summer duties and a reasonable portion for other duties, such as:
    - Conducting unsponsored research
    - Meetings with prospective students or K-12 activities
    - Service on department and college committees
    - Participation in college and departmental recruitment and retention, strategic planning, and grant writing (e.g., NSF equipment grants)
    - Development of accreditation materials
    - Authoring new research proposals
    - Mentoring junior faculty and graduate students
  - Summer salary funds reserved for the faculty member will be used in compliance with university guidelines.
  - At the end of the summer, the department chair will evaluate the faculty member with respect to these duties.
  - A faculty member who fails to meet the agreed-upon expectations may be denied future university summer pay.

- **Vacant Position** – When a state-funded position becomes vacant:
  - The Position Control Number and funds associated with the vacant position will revert to the College of Engineering Dean’s office. Priority for these funds will go to supporting the college’s Faculty Start-up fund and initiatives approved by the Dean.
  - Upon written request and approval by the dean, released funds can be used temporarily to meet upcoming commitments of the vacated position.
  - A request to replace the position may be added to the staffing plan of the college and given priority.
  
- **AY Sabbatical Leave** – Full year sabbatical with faculty being paid half AY salary.
  - 25% of the AY salary will go to the college’s Faculty Start-up fund.
  - The split between the department and the college will be 50:50 on a percentage basis of the other half of the AY salary (i.e., 25% of AY salary).
  - All funds will be budgeted and approved by the department chair and the dean.
  
- **Leave without Pay** – An employee who has been approved to take leave without pay:
  - Half of the AY salary will go to the college’s Faculty Start-up fund.
  - The split between the department and the college will range between 50:50 and 37.50/62.50, negotiated based upon funds to meet the unit’s needs while the employee is on leave
  - All funds will be budgeted and approved by the department chair and the dean
  - Unit administrator must obtain new Position Description for faculty member if their current position description does not reflect leave without pay.
  
- **Partially Funded Appointments** – When a state-funded position becomes partially funded by another entity on an ongoing basis, or the FTE is reduced, such as phased retirement, the remaining funds will revert to the College of Engineering Dean’s office. Examples are a faculty member partially funded by CAES, EPSCoR, a research center, etc. Upon written request and approval by the dean, some of the released funds can be used temporarily to meet upcoming commitments of that portion of the position vacated. Otherwise, priority for these funds will go to the college’s Faculty Start-up fund and initiatives approved by the Dean.