



Emma Eccles Jones College of Education and Human Services (CEHS) Guidelines for Allocating Salary Savings

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Purpose

Facilitating extramurally supported research is a key priority for the Emma Eccles Jones College of Education and Human Services (CEHS). Certain extramural agencies make available funds that can be used to support a faculty member's academic/fiscal year salary (i.e., salary savings). If sufficient, these salary savings can be used provide summer salary or offset a portion of a faculty member's base salary that is covered by the University. Traditionally, the funds accrued via salary offset are used by departments to support a range of activities, including, but not limited to, securing replacement instruction for course buyouts, supporting graduate student assistantships, and providing professional development opportunities (e.g., conference travel) to faculty, students, and staff. To date, the CEHS has not provided guidelines regarding how salary savings returned to a unit can be used to further catalyze research and training opportunities within the college. The following guidelines provide a range of options that Department Heads can consider to incentivize and stimulate extramural research when developing unit level policies regarding the distribution of salary savings. It is important to note, however, that Department Heads are tasked with managing the operations of the entire department and must consider the mutual interest of individual investigators and the overall welfare of the unit, including faculty and staff whose roles may not involve the expectation of extramural support.

Objectives

These guidelines provide departments with a range of options to consider regarding the allocation of salary savings funds. Department Heads are tasked with developing a department-level policy that is applied consistently across their unit.

Return of Salary Savings

If allowed by the funding source, faculty can elect to use extramural grant or contractual support to cover their University-funded research time. As an example, a faculty member may have extramural funds to support their effort after filling their summer months and/or buying out of instructional responsibilities. In other instances, a faculty member may prefer to pursue return of salary savings directly. In such cases, it is recommended that departments develop policies that return a portion of such salary savings to the faculty member. For example, if a faculty member's academic year salary was \$100,000 and they elected to support 10% of their research effort via extramural grants or contracts, then the department would receive \$10,000 in salary savings. Departments can return a portion of these savings to the faculty member's overhead account.

Course Buyouts

Course buyouts provided by grants are governed by the CEHS Course Buyout Policy, which dictates that the first course-release for any CEHS faculty be equivalent to 12.5% of academic year salary plus fringe benefits. Any additional course thereafter within an academic year requires *at least* 12.5% salary coverage plus fringe benefits by the grant as outlined in unit-specific policy. Salary savings applied to course buyouts are not eligible for return to the faculty member as outlined in the previous subsection.

Special Considerations

Departments may want to develop policies that specifically leverage other grant funded activities that support the research and training mission of the department. For instance, departmental policies can provide larger returns of salary savings to faculty when grants and contracts include funding to support graduate research assistantships.

Summer Funding

Extramural funds can be used to support non-academic year (or summer) salary within the CEHS. In these cases, salary and fringe benefits are paid directly to the faculty member and no funds are returned to the home department. Therefore, no savings are available to be returned to the investigator.

Non-Tenure Track and Term Faculty

Sponsored and contracted research is often used to directly support the salary of non-tenure track and term faculty with research expectations. Because these funds are used in direct support of the position, no salary savings are generated. Therefore, no savings are available to be returned to the investigator.

Use of Returned Funds

All salary savings returned to a faculty member will be distributed to their overhead account in addition to any distribution of F&A associated with the grant or contract. Overhead funds may be used to support a variety of *research-related* expenses not directly related to the sponsored work including, but not limited to, student support, equipment and supplies, space and renovation, travel, professional development expenses, and summer salary. Currently, there are no time limits associated with the expenditure of such funds. However, faculty are encouraged to work with their department heads and develop plans for appropriate and timely use of such funds.

Related CEHS Policies

- CEHS Course Buyout Policy
- CEHS Policy on Distribution of Returned Facilities and Administration (F&A) Funds

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