

EXTERNALLY SPONSORED ACADEMIC ACTIVITY INCENTIVE POLICY

WVU Extension Service EXTERNALLY SPONSORED ACADEMIC ACTIVITY INCENTIVE POLICY January 2005

- Policy covers any new “green sheet” awards that fund projects beginning January 1, 2005, or later.
- Policy is for lead Principal Investigator (PI) and lead Co-PI of other title category (State PI and Field Co-PI, or Field PI and State Co-PI) to promote field and state collaboration.
- This policy is consistent with the WVU Sponsored Academic Activity Incentive Policy (attached Exhibit 1) and uses the WVU Eberly College of Arts and Sciences policy as a model.

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; 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 sponsor-derived funds to the enhancement of academic activities.

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 time, and other activities that enhance the academic mission. If faculty is funded in part by fees or contracts, they must first bring in an amount equivalent to their soft support (including salary and fringes) before being eligible for this policy on their total salary, subject to Program Unit Director determination.

Academic activity incentive consideration will be given to programs that are compatible with the objectives of the units and the WVU Extension Service, regardless of the funding source. As always, programs funded by federal, state, or private sources must receive the approval of the Program Unit Director, the Associate Provost and Director of Extension, and Provost Lang prior to being initiated.

II. REQUESTS FOR SALARY SUPPORT ON GRANTS AND CONTRACTS

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

Having met this basic requirement for eligibility for salary incentive, Extension faculty seeking salary incentive should use the Salary Incentive Contract (attached Exhibit 2) for this purpose and present it for approval with other grant application documents.

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 Senior Associate Director and the Program Unit Director is required to ensure that the academic obligations of each faculty member are not compromised. The Program Unit Director, in cooperation with the Associate Provost and Director of Extension, is responsible for maintaining quality instruction and service within the program unit. 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 Associate Provost and Director, from the program unit with external funds so that he/she can engage in research or scholarship. The program unit may request

approval from the Associate Provost and Director of Extension 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 the notice of appointment each year. The faculty member still performs other normal obligations in teaching, research, and service during the academic year.

- A. Any Extension faculty member (including FEAPs) will have access to up to forty-five percent (45%) of state funds recovered in association with his/her role as lead PI and/or lead Co-PI of other title category (State vs. Field) in an externally funded academic activity used toward a salary enhancement. The amount that may be allocated as a salary enhancement may not exceed ten percent (10%) of the faculty member's academic year base salary (hard funded regardless of source).

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

- B. Because a minimum of forty-five percent (45%) of incentive income each year is available to specific PI and Co-PI faculty for salary enhancement limited to 10% of base salary, the remaining fifty-five percent (55%) may be used to otherwise foster academic activity. Recommendations for use of the fifty-five percent (55%) and any unused portion of the forty-five percent (45%) will be initiated by the Program Unit Director.
- C. Incentive allocations will be distributed twice each year and will be based upon funds generated from the current year's grant activities. 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.
- D. For funded grants/contracts originating within the WVU Extension Service, 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 the Department Chair and/or Dean.

Similarly, for a project involving WVU Extension Service faculty but originating in another college or school, recovered funds for Extension faculty lead PI/Co-PI will go into the academic activity incentive pool for the WVU Extension Service 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 WVU Extension Service. 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 Extension faculty members serving as lead PIs and lead Co-PIs (State/Field or Field/State) who have some state-based salary 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, forty-five percent (45%) of individual external sponsored academic activity incentive is available for salary enhancement of a faculty

member serving as a lead PI/Co-PI, with a maximum of ten percent (10%) of the base salary for a given academic year.

VI. POLICY REVIEW

This policy will be reviewed in the fall of 2007.

VII. EXAMPLES

Number One

A faculty member's base salary is \$30,000. He has a one-year grant committing fifteen percent (15%) of his time (as well as the accompanying \$4,500 in direct salary plus fringe benefits) as a lead PI 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.

It is possible for him to receive up to \$3,000 (10% of \$30,000) in incentive salary. Based upon his grant, he has accrued an incentive contract of \$2,025 (45% of \$4,500). This money will be paid to him in two installments on or about December 31 and June 30. Thus, with his incentive agreement, his total salary will be \$32,025.

The program unit director will use the other \$2,475 to support program, research, and 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 total salary will consist of only the state-funded base salary for that year.

Number Two

Another faculty member, whose salary is also \$30,000, is involved as lead PI/Co-PI in two funded grants. The first, as described in example number one, involves fifteen percent (15%) of her time (as well as the accompanying \$4,500 in direct salary plus fringe benefits). The second grant covers twenty percent (20%) of 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 her to receive up to \$3,000 (10% of \$30,000) in incentive salary. She is assured of at least forty-five percent (45%) of the generated funds (\$10,500) or \$4,725 as long as it falls within the 10% limit. Therefore, she will be certain of an incentive agreement of \$3,000 only since the \$4,725 is greater than the 10% allowed. Her total salary for that year will be \$33,000.

The program unit director will use the other \$7,500 to support additional academic program activities.

Approvals:

David E. Miller
Associate Provost for Extension
and Public Service and Director,
WV Cooperative Extension

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

Date _____

Date _____

SALARY INCENTIVE CONTRACT

(Date)

TO: (Program Unit Director)

FROM: (Extension Faculty Member)

I request that the following agreement be approved as it sets forth the conditions of my salary incentive for the period of (Dates) as provided for in the WVU Extension Service policy document for serving as a lead PI or lead Co-PI as described.

On my current Extension base salary of \$_____, I am eligible for a maximum incentive salary of \$_____. Given that my grant titled _____ has available \$_____ in salary for research/service, I hereby request that you authorize that I receive \$_____ in two semi-annual payments during the (Date) academic year.

My signature below indicates that I have read and am complying with the WVU Extension Service salary incentive policy and that the payments I will receive are not related to and have no impact on my annual contractual salary paid by West Virginia University.

Lead PI/Co-PI Faculty signature

Lead PI/Co-PI Faculty name

(typed)

Approval Signatures:

Program Director, Extension Unit

Extension

Associate Provost and Director,

Provost and Vice President for
Academic Affairs and Research

WVU SPONSORED ACADEMIC ACTIVITY INCENTIVE POLICY (Exhibit 1)

1. PREAMBLE

Externally sponsored academic activity involving university faculty, whether teaching, research, or service, is presumed to satisfy the academic needs of the university and the academically related objectives of the sponsoring agency. The university provides faculty and facilities while the sponsor provides funds for the 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 released state funds in ways that enhance its academic activities.

2. GUIDING PRINCIPLES

1. When appropriate, sponsoring agencies that have objectives compatible with WVU's academic enterprise may provide funds to support faculty time and effort. Such funds should be substituted for state funds that have been dedicated to faculty members' base salaries.
2. State funds thus released may be used to create an incentive pool within each college to further its academic activities.
3. The incentive pool is created from state funds released when a faculty activity (i.e., teaching, research, or service) is funded by a grant or contract.
4. The incentive pool may be used to provide funds for travel, equipment, faculty salary enhancements, graduate student support, and other activities that enhance the academic mission.
5. Each college or school may determine the manner of distributing its own incentive funds.
6. The base salary or contract salary of individual faculty members may not be altered by the receipt of incentive salary.
7. The appropriate Vice President must approve each college's or school's plans for distributing funds.

3. REQUEST FOR SALARY SUPPORT ON GRANTS AND CONTRACTS

Faculty members who apply for externally funded grants or contracts should request a percentage of their total contract salary, including fringe benefits, consistent with the time commitment to conduct the proposed academic activity. All state-funded faculty (including FEAPs) are eligible. Individuals who are split-funded from state and other sources will be eligible to participate in that portion of their salary supported by state funds.

A faculty member may be eligible for an incentive salary from the incentive pool not to exceed 20% of the total contract salary. The faculty member and the department chair will execute a written contract for the specific amount of the incentive award. The academic incentive allocation to faculty will be made twice a year at the end of each semester.

Each contract for academic incentive salary must be approved by the Dean and the appropriate Vice President.

Approval:

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

Date