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SEAS POLICY AND PROCEDURE # 2013.5

Title: Research Non-Tenure Track Faculty Service/Teaching Funding

Contact office

Office of the Dean
School of Engineering and Applied Science
PO Box 400246
University of Virginia
Charlottesville, VA 22904-4246
p.434.924.3593
f. 434.924.3555
email. seas@virginia.edu

Applies to

Research Non-Tenure Track Faculty (NTTF) in the School of Engineering and Applied Science.

Reason for policy

Non-Tenure Track Faculty members whose primary responsibility is research are expected to devote 20% of their time to a secondary responsibility identified as teaching or service. Service can be provided to the school and University, as well as to the profession and the public. Specific service or teaching activities for a non-tenure-track faculty member are the same as those described for tenured and tenure track faculty in the Promotion and Tenure Policy

(http://www.seas.virginia.edu/admin/policies/pdf/promotions_nov27_2012.pdf)

Research NTTF should be provided with paid time from non-research funding sources to be able to fulfill their responsibilities for service or teaching.

Policy Statement

An annual fund will be established for each department to pay for a Research NTTF member's time allocated to service, teaching, or other effort that is not billable to research grants. The annual amount will be five percent (5%) of the total research faculty salaries and benefits within that department. The department chair will decide and approve allocation of a Research NTTF member's time against that fund. The allocation of the expense to create the fund will be consistent with the distribution of the



returned F&A within SEAS, and to the department where the research faculty member holds their primary appointment (i.e. 70/30 split between Dean's Office and Department assuming a 70/30 allocation of F&A). A department chair can unilaterally decide to provide additional funding for Research NTTF within the department where there is a need for extraordinary service commitments and/or for additional teaching. The department in which the faculty member holds their primary appointment is required to provide all additional funding unless some other arrangement has been approved in advance by the Dean's Office.

All funds not used for the support of Research NTTF salaries at the end of the fiscal year will be returned to the departments and to the Dean's Office. Any funds remaining at the end of a fiscal year will not be carried over to successive years.