SEAS POLICY AND PROCEDURE # 2012.2

Title: SEAS Faculty Research Incentive Plan

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
e-mail. seas@virginia.edu

Applies to
To participate in the SEAS Faculty Research Incentive Plan (“the Plan”), faculty members must be tenured, tenure track, or non-tenure track in a department of the School of Engineering and Applied Science and in residence at the University. The Dean may approve participation of administrative or other faculty in the School in consultation with the appropriate department chair and/or center director.

Reason for Policy
The School of Engineering and Applied Science introduced a voluntary faculty incentive bonus plan for the 03-04 academic year. It is reviewed periodically to determine its effectiveness, its fiscal soundness, and the merits of the distribution algorithm. The Plan was previously revised to support the contractual-cycle policy for tenured, tenure-track, and non-tenure-track faculty. The current revision accommodates transition for the amount of faculty academic year support that is required for a faculty member to be on a 12-month contractual cycle, and to participate in the Plan. Key features of the revised Plan include:

1.) The minimum salary support required for Associate and Full Professors to be on a 12-month contractual-cycle will be reduced from 4.8 months on extramural sources (60/40) to only 3.0 months on extramural sources (75/25) starting in year 2015-2016. The minimum remains at 3.0 months for Assistant Professors and 2.0 months for Department Chairs.
2.) The cash incentive algorithm will not change for any faculty member who exceeds the required minimum salary support in a contractual-cycle year to qualify for a cash incentive.

3.) A faculty member who exceeds the required minimum salary support on extramural sources will also qualify for discretionary research funds in addition to the cash incentive.

4.) The net benefit (after all faculty incentive payments) of academic year salary support will shift from 100% to the school to 100% to the department by year 2017-2018.

This Plan revision will be effective beginning with the 2015-2016 contractual-cycle year (August 25, 2015 to August 24, 2016).

Policy Statement

**Faculty Duties:** Care must be taken by those participating in the Plan to fulfill their other responsibilities including teaching, committee work, administration, advising of undergraduate and graduate students, and the administrative duties of chairs.

**Maximum Level of Incentive Bonus:** In all cases, the maximum level of academic year salary support from extramural sources will be limited to 4.5 months, i.e., half of the 9 month academic year (62.5% for the 12 month contractual-cycle year) unless specifically approved otherwise by the Dean.

**Eligible Extramural Sources:** Sources of faculty salary support that will be recognized for purposes of the Plan include:

1. Sponsored research grants from federal government, state, foundation, and corporate sources.
2. Other qualifying income from extramural sources--as determined by the Dean of the School of Engineering and Applied Science.

The Dean of the School of Engineering and Applied Science will make the final determination of the eligibility of all salary funds.

**Base Salary Consideration:** The base School of Engineering and Applied Science faculty contractual-cycle is 9 months. The school also has 10- 11- and 12-month contractual-cycles for faculty with sufficient salary support from research or other approved extramural and intramural sources. Faculty on a 12-month contractual-cycle are also eligible for the Plan as described below.
To participate in the Plan 12-month faculty must support a portion of their academic year salary from extramural sources.

**Exhibit A: Required Salary Support to Participate in the Plan**

<table>
<thead>
<tr>
<th>Contractual-Cycle Year</th>
<th>Minimum Funding SEAS%/Faculty%</th>
<th>Minimum Months Total Required Salary Support</th>
<th>Minimum Months Required Academic Year Salary Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015</td>
<td>60/40</td>
<td>4.8</td>
<td>1.8</td>
</tr>
<tr>
<td>2015-2016</td>
<td>65/35</td>
<td>4.2</td>
<td>1.2</td>
</tr>
<tr>
<td>2016-2017</td>
<td>70/30</td>
<td>3.6</td>
<td>0.6</td>
</tr>
<tr>
<td>2017-2018</td>
<td>75/25</td>
<td>3.0</td>
<td>0</td>
</tr>
<tr>
<td>2018+</td>
<td>75/25</td>
<td>3.0</td>
<td>0</td>
</tr>
</tbody>
</table>

It is recognized that these salary support levels are much more challenging for Assistant Professors, who must build their research program over time, and thus a modified program is included in the Plan for them.

**Eligible Faculty Groups:** The SEAS Faculty Research Incentive Plan addresses the following faculty groups: 1) 12-month Associate and Full Professors, 2) 12-month Assistant Professors, and 3) Department Chairs. The Dean of the School of Engineering and Applied Science must approve all incentives and distributions under the Plan.

**Use of Incentive Funds:** The incentive cash payment will be provided as a lump sum wage payment. The incentive faculty research funds will be provided in an overhead account for the faculty member. The department incentive will be provided from a source as determined by the Dean’s Office. All amounts to faculty will be provided within two months of the end of the contractual-cycle year (August 24). Departmental incentive amounts will also be provided within two months of the end of the contractual-cycle year (August 24).

**Compliance:** The intent of the Plan is to encourage faculty to produce extramural income that can be used to support faculty salaries and hence, result in funds available to support faculty and departmental programs. In order for the Plan to be successful, it is necessary for each faculty member who elects to participate in the Plan to allocate on their grant proposals, an allotment for faculty salaries consistent with the percentage of professional effort to be devoted to the project. Once awarded, it is expected that the funds budgeted for faculty salary support will be used for this purpose.

**Plan Review:** The Plan will be evaluated periodically to determine its effectiveness, its fiscal soundness, and the merits of the distribution algorithm.
1) Twelve-month Associate & Full Professors:

A 12-month contractual-cycle for Associate and Full Professors requires a minimum level of salary support from extramural sources as per Exhibit A to qualify the faculty member for the Plan.

**Cash Incentive**
The first 1.8 months of academic year salary support will result in an end-of-year cash payment equivalent to 1/6 of this academic year salary support, e.g., 4.8 months of contractual year support provides 1.8 months of academic year support, which results in a 0.3 month cash payment. Academic year salary support greater than 1.8 months and up to a maximum of 4.5 months will result in a cash payment equivalent to 1/3 of the additional 2.7 months of academic year salary support, or an additional 0.9 month cash payment. Thus, the maximum cash payment will be equivalent to 1.2 months of salary.

**Research Incentive**
Faculty members who exceed the minimum required salary support to participate in the Plan will also earn discretionary funds into an overhead account that they can use to support research and other scholarly work. Departments, at their discretion, can provide additional funds to the faculty from the departmental incentive payout amount.
### Department Incentive

The Dean’s Office retains the net amount up to the minimum required level for faculty to participate in the Plan. The net amount is that amount which remains after payment to faculty of their cash incentive with fringes for that portion earned up to the minimum.

Departments will be provided the net amount of academic year salary support above the minimum required level for faculty members to participate in the Plan. The net amount is that amount which remains after payment to faculty of: 1.) their cash incentive with fringes for that portion earned above the minimum and 2.) their research incentive.

### 2) Twelve-month Assistant Professors:

Assistant Professors who are able to provide three months of summer support through research grants or start-up funds, regardless of whether they provide academic year salary support, will qualify for the Plan. Any academic year salary support will result in eligibility for cash and research incentives. Once promoted to Associate Professor, the faculty member will be eligible for the standard Associate and Full Professor provisions of the Plan.

### Cash Incentive

The first 1.8 months of academic year salary support will result in an end-of-year cash payment equivalent to 1/6 of this academic year salary support, e.g., 4.8 months of contractual-cycle year research support provides 1.8 months of academic year salary support which results in a 0.3 month cash payment. Academic year salary support greater than 1.8 months up to a maximum of 4.5 months will result in a cash payment equivalent to 1/3 of this additional maximum 2.7 months of academic year buyout, or an additional 0.9 month cash payment. Thus the maximum cash payment will be equivalent to 1.2 months of salary.
Research Incentive
Assistant Professors who are on 12-month contractual-cycles and provide salary support for any portion of the academic year will also earn discretionary funds into an overhead account that they can use to support research and other scholarly work.

<table>
<thead>
<tr>
<th>Contractual-Cycle Year</th>
<th>Research Funds as % Of Cash Bonus</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015</td>
<td>25%</td>
</tr>
<tr>
<td>2015-2016</td>
<td>50%</td>
</tr>
<tr>
<td>2016-2017</td>
<td>75%</td>
</tr>
<tr>
<td>2017-2018</td>
<td>100%</td>
</tr>
<tr>
<td>2018+</td>
<td>100%</td>
</tr>
</tbody>
</table>

Departments, at their discretion, can provide additional funds to Assistant Professors from the departmental incentive payout amount.

Department Incentive
Departments will be provided the net amount of academic year salary support for Assistant Professors on 12-month contractual cycles. The net amount is that amount which remains after payment to faculty of: 1.) their cash incentive with fringes for that portion earned above the minimum and 2.) their research incentive.
3) Department Chairs *Plus*

SEAS Department Chairs are customarily granted 12-month contractual-cycles, with 10 months of salary on state funds and two months on research or other extramural and intramural sources. In order to participate in the Plan, Department Chairs must provide an additional minimum amount of contractual-cycle year salary support from approved sources as per Exhibit A. This minimum level of additional support also qualifies the department chair for the Plan.

**Cash Incentive**

The first 1.8 months of additional support beyond the two required months will result in an end-of-year cash payment equivalent to 1/6 of this additional amount, e.g., 3.8 months of contractual year year research support provides 1.8 months of academic year salary support, which will result in a 0.3 month cash payment. Academic year salary support greater than 1.8 months and up to a maximum of 6.5 months results in a cash payment equivalent to 1/3 of the additional 2.7 months of academic year salary support, or an additional 0.9 month cash payment. Thus, the maximum cash payment will be equivalent to 1.2 months of salary.

![12-Month Department Chairs](chart.png)
Research Incentive
Department Chairs who exceed the additional minimum required funding level to qualify for the Plan will also earn discretionary funds into an overhead account that they can use to support research and other scholarly work.

<table>
<thead>
<tr>
<th>Contractual-Cycle Year</th>
<th>Minimum Months of Required Academic Year Salary Support</th>
<th>Research Funds as % Of Cash Bonus &gt; Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015</td>
<td>1.8</td>
<td>25%</td>
</tr>
<tr>
<td>2015-2016</td>
<td>1.2</td>
<td>50%</td>
</tr>
<tr>
<td>2016-2017</td>
<td>0.6</td>
<td>75%</td>
</tr>
<tr>
<td>2017-2018</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>2018+</td>
<td>0</td>
<td>100%</td>
</tr>
</tbody>
</table>

Departments, at their discretion, can provide additional funds to the department chairs from the departmental incentive payout amount.

Department Incentive
The Dean's Office retains the net amount up to the minimum required level for Department Chairs who qualify for the Plan. The net amount is that amount which remains after payment to faculty of their cash incentive with fringes for that portion earned up to the minimum.

Departments will be provided the net amount of academic year salary support above the minimum required level for Department Chairs who qualify for the Plan. The net amount is that amount which remains after payment to faculty of: 1.) their cash incentive with fringes for that portion earned above the minimum and 2.) their research incentive.