

College of Veterinary Medicine and Biomedical Sciences Policy

Title: Tenured and Tenure Track Faculty Allocations

Policy ID: FIN001-2012

Effective Date: July 1, 2012

New Policy **Revisions of Existing Policy** **Other:**

1. Policy Purpose

This policy exists to govern the funding associated with tenure and tenure track faculty including the allocation process, salary savings and open positions.

2. Application of Policy

This policy applies to any College of Veterinary Medicine and Biomedical Sciences' department that is an academic home to tenured and/or tenure track faculty positions

3. Exemptions

The Dean must approve any exemption from this policy in writing.

4. Definitions

- *Departmental Leverage* – The resulting percentage of a department's total tenured and tenure track base allocation (contained in the annual allocation letter) divided by the department's total nine and 12 month salaries (tenured and tenure track.) Departmental leverage figures do not include summer session salary associated with nine-month appointments.

Example: Total nine and 12 month tenured and tenure track salaries: \$950,000
Departmental tenured and tenure track base allocation: \$900,000
Departmental Leverage = 94.7% (\$900,000/\$950,000)

- *E&G* – Education and General Funds. Funds associated with the education of undergraduate and graduate students.
- *FTE* – Full time equivalency. For example, a full-time position is 1.0 FTE. A part-time position may be .75 FTE.
- *PVM* – Professional Veterinary Medicine. Funds associated with the education of professional veterinary medicine students.

- *Salary Savings* – The amount of salary saved in a department that is associated with staffing of tenured and tenure track faculty on other sources of funds outside of the resident instruction (E&G/13 fund) or the professional veterinary medicine (PVM/14 fund) fund groups.
 Example: 12 month faculty salary: \$105,000
 Amount received from the office of the dean: \$100,000
 Staffing: 75% or \$75,000 on 14 funds and 25% or \$25,000 on research funds
 Net salary savings: \$25,000 (\$100,000 - \$75,000)
 Please note that the salary savings is calculated as the difference from the amount of salary received from the office of the dean and not from the 12 month faculty salary. However, a department may elect to provide additional salary saving credit per the units salary savings policy.
- *Summer Session* – The time and funding associated with activity typically ranging from May 15th – August 14th.

5. Policy Statement

Tenured and Tenure Track Salary Leverage – The College strives to provide funding sufficient to realize a greater than 95% departmental leverage of tenured and tenure track faculty salaries. To this end, the office of the dean will provide 100% funding for all nine and 12 month tenured and tenure track faculty salaries at the time of hire. The determination of salary associated with new faculty position rests with the Dean. Typically the incoming salary is set to competitive national standards and ***may*** be limited to the total salary amount returned from a faculty line that has been vacated. Once a department's leverage amount exceeds 95% in total, the head of that department may negotiate a salary higher than funds received by the office of the dean. The excess salary may provide the department the opportunity to recruit at an elevated professorial level such as associate or full professor. However, the negotiated salary cannot bring the overall departmental leverage below 95%.

Example: Total nine and 12 month tenured and tenure track salaries: \$950,000
 Departmental tenured and tenure track base allocation: \$935,000
 Departmental Leverage = 98.4% (\$935,000/\$950,000)

Department tenure and tenure track salary cap if leveraged at 95%: 984,211 (\$935,000 / 95%)
 Difference between 95% allocation and 98.4% allocation: \$34,211 (\$984,211 - \$950,000)
 Result: The department head could offer up to \$34,211 in salary above funds provided by the office of the dean to potential candidates.

Allocation of Tenured and Tenure Track Salaries – All base increases to department only occur annually in the departmental allocation letter. Regardless of the salary offered (see section 5 - *Tenured and Tenure Track Salary Leverage*), the funding provided by the office of the dean will carry the appropriate fringe credit in the University's central fringe pool. Any fringe expense associated with salaries above the amount provided by the office of the dean is the responsibility of the department.

Salary Savings – There are several circumstances where salary savings can be generated including but not limited to the following:

1. Extramural and intramural research funding
2. Endowed chairs
3. Administrative appointments within the College
4. Appointments to positions, primarily administrative, within the University
5. External and internal service appointments
6. Instructional revenue from continuing education courses (one-time only)
7. Other departmental funds

All salary savings related to staffing of tenured and tenure track faculty on funds other than PVM and E&G fund groups will remain within the department and/or unit (e.g. Diagnostic Laboratory) and is subject to the department or unit's salary savings policy.

Transitional Appointments – Transitional appointments are a privilege and not a right for tenured faculty members. There are costs associated with allowing a faculty member to transition to retirement, both financial and programmatic. If the department head and the dean concur that a transitional appointment is appropriate, the office of the dean will revert the open position and associated funds from the department and will provide 100% of the academic/administrative responsibilities contained within the transitional contract. Dean's office support for research and scholarly/administrative is limited to 5% respectively.

Example: A tenured faculty member whose annual salary is \$125,000 who elects to enter into a two year, 40% transitional that is 30% teaching and 70% research. The office of the dean would provide \$2,500 or 5% for administrative responsibilities. \$2,500 or 5% for land grant institutional research and would provide \$15,000 (30% of the 40% [$[\$125,000 * .40] * .30$] transitional appointment) for teaching per year for two years. The balance of \$30,000 each year would come from other sources.

Appointment to Endowed Chairs – Salary savings associated with appointment to endowed chairs will be negotiated between the respective department head and the dean. Typically these savings will be returned to the department in support of the faculty member's appointment to the endowed chair or to fund a new tenured faculty line. It is important that the salary savings associated with these types of appointments be calculated carefully to ensure that sufficient funds exist to supplement any shortfalls in the endowment support.

Leave Without Pay – Salary savings associated with leave without pay will revert to the office of the dean.

Sabbaticals - Salary savings associated with sabbaticals will revert to the office of the dean.

Vacated Positions – Salary savings associated with positions that have been vacated will revert to the office of the dean. The calculation of the amount reverted is based on the original percentage of salary distributed to the department. If adequate records exist that determine the original percentage allocated to the department, then that percentage of the faculty's current salary will be reverted to the office of the dean. If the office of the dean and the department cannot determine the percent allocated to the department, then the department's current leverage percentage will be used.

FTE Reductions - Appointments to positions outside the University typically involve a reduction of faculty member's FTE within the College. Any salary savings associated with the reduction of FTE revert to the office of the Dean.

Summer Session – The office of the Dean will provide two years (six months) of summer session salary for all nine-month tenured or tenure track faculty hires.

Allocation of Open Positions – A Department Head that wishes to fill an open tenure track position must first prepare a justification the using the "Search Request Form." This justification will detail various components of the position such as but not limited to: rank, salary, teaching service and research efforts and startup requirements. In order to provide maximum flexibility to determine rank of the tenure track position, the Dean is committed to returning 100% of the funds removed from the department when the previous occupant vacated the position (please see the **Vacated Positions** section for clarification on the process to determine the funds removed due to a vacated position.) The determination of rank will be at the discretion of the Department Head and is primarily directed by the funds available from the vacated position. In most all cases, sufficient funds will exist to establish the rank at assistant professor. If sufficient funds exist, the Department Head may elect to create the position at the associate professor level. Full professor allocations would typically be rare and involve extensive discussion prior to approval. The Department Head will work closely with an Associate Dean to prepare the documents necessary for a discussion at the executive council. After discussion, the Dean will call for a vote. Once approved, the Dean will provide a memo summarizing the approved position, the rank, basis of service and associated details regarding startup restrictions and timing of the search process.

Note: A department may request one-time use of any funds that are reverted to the office of the dean.

6. References

None

7. Forms and Tools

CVMBS Search Request Form

8. Policy Review Process

This policy will be discussed annually and will be updated as appropriate.

Tenured and Tenure Track Allocations Review and Approval

College Administrative Advisory Team:

5/25/2011
Date

Dean's Advisory Team:

5/25/2011
Date

Executive Council:

6/9/2011
Date

Approval:

Lance E. Perryman
Lance E. Perryman, Dean – CVMBS

6/17/2011
Date