University of Idaho
A LEGACY OF LEADING

Provost and Executive Vice President
Administration Building, Suite 105
PO Box 443152
Moscow ID 83844–3152

Phone: 208-885-6448
Fax: 208-885-6558
www.provost.uidaho.edu

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To: Provost's Council Members

Cc: University of Idaho Faculty Members

From: Doug Baker, Provost and Executive Vice President
John K. McIver, Vice President of Research and Economic Development
Keith Ickes, Executive Director of Planning and Budget

Subject: Faculty Summer Research Guidelines

Attached are the guidelines to be used for faculty members to generate summer salary on unrestricted funds. Following these guidelines will allow them to perform tasks that are relevant to their academic appointment but are not allowed under the terms and conditions of sponsored awards. These activities include any approved tasks that are consistent with the mission of the University of Idaho. These activities do not include annual leave. This program will permit faculty members to work and be paid during the full summer period without confining their activities solely to those allowed by their external awards.

The guidelines for faculty summer salary are posted at http://www.uidaho.edu/provost/policyguidelines/salary along with FAQs and relevant forms. These remain unchanged at present. There were a few difficulties with their implementation last summer. We are working on these and expect to issue another memo in March 2011 that will clarify and simplify the processes needed to access summer salary release funds.

While these guidelines apply only to summer salary, we encourage faculty members to work with their deans and department chairs to buy out additional amounts of their time during the academic year using their sponsored awards when appropriate. The use of these additional funds is not covered by the attached guidelines so could include such activities as buyout of classes. All such activities must be done in compliance with University policies and procedures.