

**College of Engineering Salary Release Guidelines for Faculty and Staff**  
**College of Engineering**  
**September, 2020**

The purpose of this guide is to provide standard salary release/savings policies and procedures within the College of Engineering and within compliance to the Faculty Staff Handbook and Provost guidelines.

- **Teaching Release** – Faculty member’s teaching responsibilities are replaced/reduced (e.g.; faculty member pays 12.5% of their academic year salary on a grant to be released from a 3 credit course):
  - \$8,000 of the released funds may be used to hire an instructor for the course being release from, as needed and agreed upon by the Chair and Dean.
  - Half of the remaining funds will be applied to the college’s Faculty Start-up index.
  - The other half to be split between the department and the college on a 50:50 basis.
  - All funds will be budgeted and approved by the department chair and the dean.
- **Research Release** – Faculty member who is funded by a sponsored project during the academic year with no reduction in course load:
  - The unit can reserve some of these funds to provide summer salary for the generating faculty member according the policy for non-grant work developed by the Research Office. A faculty member can buyout and use 100% of the academic year buyout to support up to 3 weeks of summer salary.
  - Above the amount for summer salary, half of the remaining funds will be applied to the college’s Faculty Start-up index. The remaining funds will go to the faculty member.
  - The faculty member is expected to use their summer salary that was funded from release time to support university activities. The dean, unit administrator, and faculty member will agree on a set of summer duties and a reasonable portion for other duties such as:
    - Conducting unsponsored research
    - Meetings with perspective students or K-12 activities
    - Service on departments, and college committees
    - Participation in college and departmental recruitment and retention, strategic planning, and grant writing (e.g., NSF equipment grants)
    - Development of accreditation materials
    - Writing new research proposals
    - Mentoring junior faculty and graduate students
  - Summer salary funds reserved for the faculty member will be used in compliance with university guidelines
  - At the end of the summer, the department chair will evaluate the faculty member with respect to these duties
  - A faculty member who fails to meet the agreed upon expectations may be denied future university summer pay

- **Vacant Position** – When a state funded position becomes vacant:
  - The Position Control Number and funds associated with vacant position will revert to the College of Engineering Dean’s office. Priority for these funds will go to the college’s Faculty Start-up index.
  - Upon written request and approval by the dean, released funds can be used temporarily to meet upcoming commitments of the vacated position.
  - A request to replace the position may be added to the staffing plan of the college and given a priority.
- **AY Sabbatical Leave** –Full year sabbatical with faculty being paid half AY salary.
  - 25% of the AY salary will go to the college’s Faculty Start-up index.
  - The split between the department and the college will be 50:50 on a percentage basis of the other half of the AY salary (i.e. 25% AY salary).
  - All funds will be budgeted and approved by the department chair and the dean.
- **Leave without Pay** –An employee who has been approved to take leave without pay:
  - Half of the AY salary will go to the college’s Faculty Start-up index.
  - The split between the department and the college will range between 50:50 and 37.50/62.50, negotiated based upon funds to meet the unit’s needs while employee is on leave
  - All funds will be budgeted and approved by the department chair and the dean
  - Unit administrator must obtain new Position Description for faculty member if their current position descriptions does not reflect leave without pay
- **Partially Funded Appointments**– When a state funded position becomes partially funded by another entity on an on-going basis, or the FTE is reduced such as phased retirement, the remaining funds will be will revert to the College of Engineering Dean’s office. Examples are a faculty member partially funded by CAES, EPSCoR, a research center, etc. Upon written request and approval by the dean, some of the released funds can be used temporarily to meet upcoming commitments of that portion of the position vacated. Otherwise, priority for these funds will go to the college’s Faculty Start-up index.