

DCP Faculty Salary Savings and Course Buyout Policy

Salary Savings

The College recognizes that when state funded faculty are paid from externally funded research grants during the 9-month academic term appointment or 12-month annual appointment, it creates a salary savings. Only savings from the redistribution of faculty salary from state to grant funds will be available for the faculty member's use.

The salary savings will be available to the faculty member in OPS or expense categories, unless it will be used to cover summer salary. All expenditures must be research based and must adhere to the state funding guidelines (i.e., no food expenditures allowed). These funds will be placed in carry forward to be used by the end of the fiscal year following the year in which the savings were accrued. For instance, savings accrued in fiscal year 2023 will be available at the beginning of fiscal year 2024.

Exceptionally, the funds can be carried over for one more year after that but will require additional approval. Funds in carry forward account needs to be used by the end of the carry forward fiscal year, since funds get retained by the provost office and cannot be used after that. Funds approved in the 2nd fiscal year will need to be used from a different source of funding.

A faculty member requesting salary savings must submit a plan that outlines the expected savings and proposed research expenditures to the Unit's Director/Chair for approval **at the beginning of the term or as soon as the grant is awarded**.

Final plan will be reviewed by College's Business Manager before implemented. Salary savings plan will be managed by the unit's Office Manager.

A Flex Code **must** be requested to track the salary savings by the unit's Grant Administrator by sending an email to the Dean's Office Grant Manager. All salary saving expenses **must** use the Flex Code assigned for that particular salary savings portion.

Course Buy Outs

A faculty member may request a course buyout; however, the Unit's Director/Chair **must** receive the request **at least one semester in advance** of the requested course buyout. Decisions about course buyouts will be made on a case-by-case basis by each Director/Chair. It is expected that the minimum amount required to buy out of a course will be 1/8 (12.5%) of the faculty's academic year (9-month) salary.

Difference Between Course Buyout & Salary Savings

Course Buyout:

A faculty can choose to buy out from teaching a course at a minimum of 12.50% of their (9-Month) academic salary by charging their salary to any unrestricted funding (misc./overhead account) they have (as long as it allows for faculty salary). Grants are not considered unrestricted funds, but this is okay if you are using it to work on that specific grant during that specific time period. It is at the department's discretion how the funds are utilized under the Faculty Buyout including hiring an adjunct to cover the courses or other needs of the department. A faculty member may request a course buyout; however, the Unit's Director/Chair must receive the request at least one semester in advance of the requested course buyout. Keep in mind that you are just freeing time but will not have funds for later use.

Salary Savings:

A faculty can choose to use salary savings by charging a portion of what would be charged to state funding during the academic year to their grant (workload vs. research percent is dependent on department – use FAR for guideline). The money you “save” from state funding can be used at a later time by the faculty member for research related things (salary, GA, travel, Equipment, supplies etc.) trying to stick to the “approved” salary savings plan that was submitted to the department. These funds will need to be used by the end of the following fiscal year in which the savings occurred, or it will be retained by the provost office. A faculty member requesting salary savings must submit a plan that outlines the expected savings and proposed research expenditures to the Unit's Director/Chair for approval at the beginning of the term or as soon as the grant is awarded.

Difference: with salary savings the money you “save” can be used at a later time by the faculty member for research related and with a course buyout you are just freeing time.