

## **2.2.7 Tenure-track Faculty Workload Calculations for Federal Grant Submissions**

This document is informed by Federal funding agency guidelines and is in line with common practice at peer institutions. It does not replace other contractual expectations or *Faculty Handbook* articulations of faculty workload. Presented to Deans Council on July 16, 2015; posted for review September 8, 2015; revised October 26, 2016; re-posted November 3, 2016.

### **Tenure-track Faculty Appointments**

Tenure-track faculty members at Saint Mary's College hold positions that include commitments to teaching, research, and service. The College and its programs strive for flexibility in scheduling of on-campus duties to accommodate research travel and meeting schedules and to provide time for concentration on scholarship. This scheduling assumes that most of a tenure-track faculty member's normal responsibilities are discharged in the course of one "academic year," per the faculty workload described in the Faculty Handbook (sec. 2.11.1). The academic year is considered equivalent to nine months of work, not necessarily distributed over a nine-month, continuous period.

The base salary for tenure-track faculty academic year appointments is for 100% effort that is equivalent to a 9-month period. While this 9 month period can be correlated with the annual 6 course teaching load (21-22 units), as stated above, efforts also include service and research, some of which may take place outside of periods when the faculty member is teaching.

Scheduling decisions are primarily at the discretion of the Department Chair, in consultation with and subject to approval by the Dean. Absences of greater than one week in a given term will normally require special approval and discussion with the Department Chair and Dean. The Provost must approve workload reassignments that replace a course, or fraction of a course.

The appointment parameters described above do not include administrative duties ranked faculty accept that are in addition to the normal workload as described in the Faculty Handbook.

### **External Funding and Workload**

Federal agencies recognize two types of compensation for work contracted in Federal awards: 1) charges for work performed by faculty members during the academic year and 2) charges for periods outside the academic year. See the Office of Management and Budget Uniform Guidance document ([https://www.whitehouse.gov/omb/grants\\_docs](https://www.whitehouse.gov/omb/grants_docs)) for details. In keeping with Federal agency guidelines for funding grants and contracts, reassigned time is expressed in person months or as a percentage of effort. In either case, the effort must be expressed as a percentage of the base salary paid to a faculty member by the institution. For Saint Mary's College tenure-track faculty, the salary basis is 9 months.

#### **Salary for Work within the Academic Year**

For the purpose of externally funded projects that must comply with Federal awards, a course reassignment for full-time faculty members is budgeted at a rate of 12.5% of annual salary per course

(also expressed as 1.13 person months)\*. Deans may authorize a waiver of these guidelines to a lesser amount. In such cases, the Business Office and Academic Affairs may cite the difference (including waived fringe benefits) as cost sharing by the College.

All requests for reassigned time from an external source (in the form of a grant-funded course reassignment) must be approved by the Chair and Dean prior to proposal submission. In cases where reassigned time cannot or will not be supported by an external source, Deans, in consultation with the Provost, may authorize reassigned time to faculty whose grant projects hold particular mission-related, strategic, or public relations value for the university. Such reassigned time will be counted as a cost-share and will be documented as such either in the grant proposal, if allowed, or on internal College documents for budgeting purposes.

#### Periods Outside the Academic Year

The College allows grant proposals to include up to two months of salary above a faculty member's base salary using the College's nine-month salary basis. Thus, the salary request for periods outside of the academic year must be less than or equal to 22.2% (or two-ninths) of a faculty member's base salary.

All budget requests must comply with all College and Federal guidelines.

\*While the total workload for a ranked faculty member is correlated with course assignments, it is not the total measure. A factor of .75 is used to measure the time spent on externally contracted grant activity that impacts the teaching obligations the grant activity is replacing.