

Salary Allocation

College of Built Environments
Dean's Office

Purpose

To provide a policy that outlines the required practice for individual faculty to use grant and contract salary and benefits to partially replace state salary and benefits during the academic year. The recovered state salary is returned to the faculty member for research program support in the summer months immediately after the academic year the salary was used.

Definitions

Recovered salary is the state-supplied salary and benefits that are replaced by salary and benefits derived from grants and contracts, gifts in support of research, and service agreements. This partial replacement of state salary does not change the obligations and duties of the faculty member.

Buyout salary may also be derived from grants and contracts to replace state salary but is intended to relieve the faculty member of some teaching duties (see Faculty Course Buyout P&P) associated with receiving state-supplied salary.

UW institutional base salary (UW IBS) is the annual compensation paid by the University of Washington for an employee's appointment, whether that individual's time is spent on research, instruction, administration, service, or clinical activity. Institutional base salary excludes any income that an individual is permitted to earn outside of duties for the University of Washington. UW IBS includes Regular salary, Administrative Supplements, and Endowed Supplements.

UW Policy

UW GIM 35 <https://www.washington.edu/research/policies/gim-35/> is the UW policy for effort reporting and compliance (excerpted Winter Quarter 2024).

Salaries should be charged to sponsored projects by determining the percentage of the faculty member's average workweek devoted to the project and charging no more than that percentage of the faculty member's UW IBS to the sponsored project.

CBE Policy

The intent of this policy is to provide alignment of compensation with actual effort while ensuring that all teaching and mentorship duties, including working with graduate students and teaching both graduate and undergraduate courses, are fully covered.

Eligibility is restricted to state-funded faculty. Conditions for funding a portion of recoverable academic year salary from grants and contracts include: All regular academic duties, including research, teaching, and service, will continue for every quarter this option is elected. Faculty Without Tenure (WOT) paid partially by state funds may request to use this policy only if they have otherwise fully covered the non-state-funded balance of annual salary from research funds.

Requirements:

- Faculty effort supported by the research funding will be performed at the level of salary recovered.
- Summer recovery funds must be used immediately following the academic year during which salary is recovered.
- The amount of recovered salary available by use of grant and contract funds cannot exceed 3.0 months. Any recovered funds in excess of 3.0 months should be negotiated as non-salary support to the faculty member by the department chair and impacted faculty.
- The released funds do not become discretionary but remain governed by the state, and faculty must adhere to all normal UW expenditure policies and procedures.
- The percentage of recovered salary retained by the department may be reset annually and if changed must be communicated to department faculty and the Dean's Office.

Procedure

The allocations should be set up at the award start.

The Team for Research Administration (TRA) will confirm the allocation with the PI during the award set-up meeting and process.

The TRA will confirm allocation details with the department chair and administrator(s):

- Specific quarters proposed to involve partial salary support from grant and/or contract funding.
- Percent time replaced by grant and contract funding.
- Source of funds (specify Worktag and time period if more than one budget).
- Source of funds for summer (stateline faculty) or calendar year (WOT faculty) salary.
- If allocations include course buy-out(s), course(s) scheduled to be taught during the salary recovery period.

To deviate from the above policy, the chair needs to work with the TRA to define the alternative award administration allocation and procedures and get written approval from the Dean.

Effective Date: January 1, 2024

Chairs+ Review Date: January 4-18, 2024

Councils Review Date:

Last Review Date: December 20, 2023

Dean's Office Contact:

Associate Dean for Research, Carrie Sturts Dossick, cdossick@uw.edu
Contact be-grants@uw.edu with any questions.

Discussion and Rationale

“The TRA will confirm allocation details with the department chair and administrator(s):“

- Comment: Might be missing a step of department chair notification and/or approval. Ideally, the chair would be expecting the FTE adjustment but I'm concerned that surprises will happen.
- Response: The TRA will confirm the allocation at the award notice and award set-up with the department administrators and department chair.

“Written approval by the Dean is only required for agreements that would deviate from the above policy.”

- Comment: “Feel like there might need to be something more built out here about documenting and tracking. I can imagine that there might be misunderstandings or miscalculations that might need to be resolved. Might be good to memorialize in a memo the dollar equivalency? Then who maintains and follows up? Who is responsible and who is informed and how?”
- Response: Since a case-by-case basis approach will need to be used to respond to any deviation from this policy, the TRA will work with the chair as necessary to respond to these occurrences.