

# UNLV Effort Salary Buy-Out Policy – FY08

## Research and Creative Activities Workload/Effort Buyout

**Philosophy:** Faculty and their research-support units should be encouraged to obtain extramural funding. If appropriate funding is available, this policy allows faculty to buy out a portion of their academic year workload effort so that they may have more time to engage in research and creative activities. This policy also provides reallocation of the **state funds** for research development.

### Tenure/Tenure-Track Faculty Workload Assumption

Faculty at the university are expected to teach 9 credit hours per semester and engage in research equivalent to 3 credit hours per semester. The standard effort workload is based upon 12 credit hours per semester or 24 credit hours per year. With the signed consent of their Chair and Dean, faculty may buy out any whole number of these 24 credits for which they have funding. To qualify for a workload buyout, extramural funding must pay for at least 1/24 of the faculty's salary plus fringe benefits per credit. Based upon a standard 12 credit semester workload, an effort buyout of a 3 credit hour course equals 12.5% of the annual base salary. With the buyout, the faculty's workload expectation will be modified and the PTI budget reimbursed to offset the effort within the College. **All buyouts must be processed by fiscal year cutoff dates for the fiscal year in which the work occurs and by the semester deadline date.**

**Deadline:** To buyout for fall, the VPAR office must receive forms before **October 1st** of the same year.  
To buyout for spring, the VPAR office must receive forms before **March 1st** of the same year.

**Forms:** Contact the Office of the Vice Provost for Academic Resources (VPAR) at 895-1752 or via email (chelsea.herrington@unlv.edu) to receive an electronic copy of the current *Faculty Effort Buyout Form*. **Changes in fringe benefits and PTI rates occur each year.** The VPAR office will update embedded formulas for the salary, benefits, and distribution calculations, as needed. Please request the forms electronically as you need them each semester as the benefit rates change annually and sometimes during the year. Routing Instructions are included on the form.

### Procedures to Process a Buyout

Faculty member requests to buyout a portion of their instructional time by using the *Faculty Effort Buyout Form* and submitting this form to their department chair and dean's office. The dean's office will submit a new or superseding faculty EDOC and signed *Faculty Effort Buyout Form* to the Office of the Vice Provost for Academic Resources. Upon approval, this will be routed to the Office of Sponsored Programs for grant approval and finally Human Resources for processing.

The faculty member/Principal Investigator's (PI's) salary and benefits will be paid from two sources for the duration of the grant/contract buyout: the non buy-out portion is paid from the

UNLV budget from which the faculty/PI is typically paid, and the buyout portion will be paid from the grant or contract budget. A designated amount of state funds recovered from this buyout process will be spent to reimburse the state PTI account. This amount for salary and benefits is calculated on the *Faculty Effort Buyout Form*. The remaining portion will be returned to the dean's instructional state account to be distributed by the Dean's Office as unit policy dictates, all state funds must be **expended** by state 2101 fund cut-off dates.

The source of the buy-out should be from external grants or contracts. However, allowing other buy-outs may be considered depending on the circumstances and institutional benefits of each.

### **Grant Process for Buyouts**

A grant application or contract proposal that includes buy-out of faculty time will be included in the proposed budget indicating the amount of the salary buy-out and the amount of the benefits buy-out. For example, if a grant application indicates that the PI will be released from 3 credit hours per semester, then the proposed budget will include a line showing that .125 FTE or 12.5% (3 of 24 credits) of the PI's salary and benefits will be paid by the award.

If the grant application is selected for award, then the Office of Sponsored Programs will set up the negotiated budget, including the salary and benefits buy-out lines.

### **Rationale for Faculty Effort Buyout and Potential Salary Savings Benefit:**

The cost savings that occur with each faculty effort buyout primarily represents the difference between the faculty member's salaries paid from extramural funds for the effort or credit hour(s) and the expense of having to pay someone else to provide the effort or credit. Since faculty and their research-support units should be encouraged to obtain extramural funding, the difference between the workload buyout salary and the effort-offset expense will be allocated as follows

- 1) The direct replacement of that effort being purchased by the sponsor, which is normally instructional activity. This replacement effort for the faculty member will be accomplished through the funding of a part-time replacement to teach the equivalent credits and fringes for the effort purchased.
- 2) The balance of the salary savings benefit will be directed to the respective college of the sponsored faculty member. These savings are to be used in compliance with all the appropriate policies and procedures as required for state funds, with strong emphasis placed on supporting the faculty member who was successful in receiving external support. However, the faculty member **cannot pay themselves again with these funds.**

**Salary savings, noted above in #2, are from state funds and must be fully expended prior to the end of the fiscal year. There is NO carry-over of state funds from one fiscal year to the next.**

**9-18-07 – APPROVED, EXECUTIVE VICE PRESIDENT AND PROVOST**