



AUBURN UNIVERSITY

OFFICE OF THE PROVOST
AND VICE PRESIDENT FOR
ACADEMIC AFFAIRS

July 7, 2011

MEMORANDUM TO: Deans

FROM: Timothy R. Boosinger *Tim R. Boosinger*
Interim Provost and Vice President for Academic Affairs

CC: Associate Deans for Research

SUBJECT: RFP for College/School Scholarship Incentive Plans

The Office of the Provost is soliciting participation from the college/school deans in the Scholarship Incentive Program.

Please follow the attached RFP and submit plans to Interim Provost Boosinger, Office of the Provost, 208 Samford Hall by August 15, 2011.

Questions should be addressed to Dr. Carl Pinkert, Associate Vice President for Research.

Auburn University
Scholarship Incentive Policy
Request for Implementation Proposals

I. INTRODUCTION

In compliance with the Auburn University Scholarship Incentive Policy, as approved by the Auburn University Senate, Provost, and President, the Office of the Provost is soliciting proposals from the college and school deans for participation in the Scholarship Incentive Program. While the original policy states that implementation plans were to be drafted on the departmental level, plans are requested at the college/school level in order to simplify review, aid compliance and expedite implementation. Therefore, each college/school or unit that wishes to participate should draft an implementation plan in accordance with the guiding principles below and submit their plan to the Provost's office for review and approval. Timely submission by August 15 provides for implementation by October 1.

II. PURPOSE

Externally sponsored activity involving university faculty (whether teaching, research, outreach, or service) is presumed to satisfy the academic needs of the University and the related objectives of the sponsoring agency. The University provides faculty and facilities while the sponsor provides funds for the activities. Because investigator effort is required in the conduct of extramurally sponsored projects and because Auburn University's policy is to recover the full cost of conducting such projects, appropriate salary should be paid by the sponsor. Whenever Auburn University faculty work on and are paid from sponsored funds, the institutional funds budgeted for their salaries are released for the institution to use for other purposes. It is prudent for the University to dedicate released funds in ways that enhance its academic activities. The purpose of this program is to recognize and reward recipients of external funds that enhance research, scholarship, service and creativity; promote best practices in teaching and learning; and implement other program improvements that advance the mission of Auburn University. This program is the mechanism by which Auburn University may provide incentive payments to faculty who are effective in securing extramural funding.

III. DEFINITIONS

Implementation Plan – A plan developed on a college or school-wide basis that describes how that college or school will implement the Scholarship Incentive Policy

Individual Agreement – An agreement developed between an individual faculty member and their department head or chair and approved by their dean. It details specifically, within the framework of that unit's implementation plan, the distribution of any incentive funds to that faculty member.

IV. GUIDING PRINCIPLES

1. To be eligible to participate in the program the participant must be a tenure-track or tenured faculty member serving as an investigator (PI, co-PI, co-I) on an externally-sponsored project with at least a portion of the participant's institutional base salary budgeted from state appropriated funds or endowment earnings. Individuals who are split-funded from appropriate sources will be eligible to participate with that portion of their salary supported by appropriate funds. Non tenure-track faculty members are not eligible to participate as no salary savings are generated.
2. For individual grants to be eligible, the total cost of the work performed should be charged to the sponsor inclusive of proper facilities and administrative costs, thereby releasing budgeted funds. (Note that F&A rates set by law or formal written policy that are less than Auburn University's negotiated federal rate may be considered proper costs for the purposes of this program).
3. Eligible funds released when a faculty member's activity; i.e., teaching, research, outreach, or service, is supported by an extramural grant or contract may be used to provide an incentive in the form of a salary supplement to eligible faculty members. Eligible funds include base budget and endowment earnings. Federal appropriations are not considered a source of eligible funding for this program.
4. Colleges/schools/units will review their incentive policy at least once every three years.
5. Individual plans require that an agreement between the department head/chair and the faculty member as to the specific arrangements between the faculty member and the department be documented on a Scholarship Incentive Program distribution agreement (samples of possible forms are attached). A sample of the format to be used should be provided with the implementation plan for review.
6. The proposed implementation plan should contain an outline describing the procedures to be used for distribution of Scholarship Incentive Program funds. In the outline please provide:
 - o *The percentage of salary savings that may be applied towards the incentive (e.g., in some units 50% of salary savings generated might be considered eligible for use in the incentive program while in others, 75% or even 100% might be considered appropriate).*
 - o *The maximum amount that may be allocated as a salary enhancement; [note -The amount that may be allocated as a salary enhancement may not exceed twenty percent (20%) of the faculty member's academic year base salary and does not alter the base or salary of that faculty member.]*
 - o *The proposed date on which the incentive funds will be distributed, keeping in mind effort reporting deadlines, pending salary and wage transfers, fiscal year end and other budgetary considerations tied to specific fiscal year deadlines;*

[note - Distributions after the close of the fiscal year will be easiest to reconcile, and is consistent with the October 1 implementation date across all colleges/schools/units.]

- *A description of the proposed monitoring processes, including verification and tracking for salary (including subsequent salary and wage transfers) charged to sponsored agreements;*
- *The particular incentives to be distributed and the accounting methodologies.*
- *How funds will be managed for faculty with joint appointments or with appointments funded from multiple sources.*

7. The Provost and the Vice President for Research must approve each college/school/unit's implementation plan for distribution of funds.
8. The appropriate Dean(s), the Vice President for Research, and the Provost must approve each individual agreement (as defined in this document) for incentive salary.

V. GENERAL GUIDANCE, EXAMPLES, AND CONSIDERATIONS

1. The leadership of units electing to participate should consider current uses of salary savings and the impact implementation of this program will have on their operations.
2. Funds from cost share accounts are ineligible.
3. Within their plans, units should provide guidelines for thresholds for incentive funds available to faculty.
4. Units may wish to consider a phase-in approach in their implementation plans to effectively address budgetary constraints and existing uses of salary savings.
5. Units may wish to consider calculation of "net salary savings" as part of their plan in case instructor replacement costs are incurred when a sponsored project buys out teaching commitments of a faculty member.
6. Units may wish to establish deadlines in their plan for reaching agreement on how distributions will be managed BEFORE a sponsored project is awarded so that pressure to begin the project will not adversely impact incentive decisions.
7. Incentive payments have no impact on normal policies or procedures for summer support of 9-month faculty.

VI. EXAMPLES OF POSSIBLE AGREEMENTS: see attachments

Version 1.1. Last revised: July 6, 2011

Scholarship Incentive Plan
Request to Participate

Date:

To:

From:

The following agreement sets forth the conditions of your Scholarship Incentive Plan salary supplement for the period of _____, as provided by the College of _____.

Based on your current base salary of \$_____, you are eligible to receive a maximum of \$_____ in supplemental salary. I hereby authorize you to receive \$_____ in one lump sum payment on or about _____.

Your signature below indicates that you have read and are complying with the College's Scholarship Incentive Plan and that the payment you will receive is not related to and will have no effect on your contractual salary paid by Auburn University.

Faculty Signature_____
Date

Approval Signatures:

Division Director_____
Date_____
Dean_____
Date_____
Vice President for Research_____
Date_____
Provost_____
Date

FACULTY INCENTIVE PAY PROGRAM AGREEMENT

Department ID For This Project: _____

Faculty Member Name: _____

COMPLETE THIS SECTION **BEFORE** SALARY BUYOUT PERIOD

PROJECTED SALARY SAVINGS AND INCENTIVE PAYMENT FOR ACADEMIC YEAR, FY _____

Projected Pay Period Start and End Date of Buyout	Start Date (mm/dd/yyyy): _____	End Date (mm/dd/yyyy): _____		
Projected Academic Year Workload Distribution (must total 100%)	_____ % = Instruction	_____ % = Research	_____ % = Service	0 % Total (Must Equal 100%)
Percent of Academic Year Workload to be Bought Out	_____ % = Instruction	_____ % = Research	_____ % = Service	0 % = AY Workload to be Bought Out
<i>(Percent of total workload; cannot exceed assigned workload distribution percentages)</i>				
Faculty Base Salary	\$ _____			
Percent Academic Year Workload to Be Bought Out (Example: .25) (%)	% _____			
Projected Amount of Salary Savings	\$ _____	0.00		
LESS - Faculty replacement costs (adjunct or instructor costs)	\$ _____			
LESS - Other costs identified by department chair or dean	\$ _____			
Net PROJECTED Salary Savings	\$ _____	0.00		
Projected Department Share of Salary Savings	\$ _____			
Projected Incentive Payment to Faculty Member	\$ _____			
<i>(Up to 50% of net salary savings, not to exceed 25% of institutional base salary)</i>				

Authorizing Signatures:	
Faculty Member: _____	Date: _____
Department Chair: _____	Date: _____
Business Manager (if applicable): _____	Date: _____
Dean: _____	Date: _____
Provost: _____	Date: _____
VP for Research: _____	Date: _____

COMPLETE THIS SECTION **AFTER** SALARY BUYOUT PERIOD

ACTUAL SALARY SAVINGS AND INCENTIVE PAYMENT FOR ACADEMIC YEAR, FY _____

Actual Pay Period Start and End Date of Buyout	Start Date (mm/dd/yyyy): _____	End Date (mm/dd/yyyy): _____		
Actual Academic Year Workload Distribution (must total 100%)	_____ % = Instruction	_____ % = Research	_____ % = Service	0 % Total (Must Equal 100%)
Percent of Academic Year Workload to be Bought Out	_____ % = Instruction	_____ % = Research	_____ % = Service	0 % = AY Workload to be Bought Out
<i>(Percent of total workload; cannot exceed assigned workload distribution percentages)</i>				
Faculty Base Salary	\$ _____			
Percent Academic Year Workload to Be Bought Out (Example: .25) (%)	% _____			
Actual Amount of Salary Savings	\$ _____	0.00		
LESS - Faculty replacement costs (adjunct or instructor costs)	\$ _____			
LESS - Other costs identified by department chair or dean	\$ _____			
Net ACTUAL Salary Savings	\$ _____	0.00		
Actual Department Share of Salary Savings	\$ _____			
Actual Incentive Payment to Faculty Member	\$ _____			
<i>(Up to 50% of net salary savings, not to exceed 25% of institutional base salary)</i>				

Authorizing Signatures:	
Faculty Member: _____	Date: _____
Department Chair: _____	Date: _____
Business Manager (if applicable): _____	Date: _____
Dean: _____	Date: _____
Provost: _____	Date: _____
VP for Research: _____	Date: _____