

Faculty Research Incentive Plan

Date: July 1, 2024

Policy ID: ENG-FAC-015

Status: Final

Contact Office:

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Applies to:

Tenured or tenure-track faculty with a primary appointment in a department of the School of Engineering and Applied Science (SEAS) whose primary reporting relationship is to a department chair or the Dean. Tenured or tenure-track faculty with primary appointments in SEAS who report to a Center outside of SEAS are not eligible.

Faculty with administrative appointments within the school of 50% or more are eligible with approval from their department chair and the Dean.

Faculty who hold administrative appointments outside of the school are eligible only with the prior approval of their administrative supervisor.

Reason for Policy

To outline eligibility and the process with which faculty can receive additional compensation by buying out a portion of their academic year salary with external funding sources.

Definitions:

Academic Year (“AY”): September through May

Academic Year Buy Out (“AYBO”): Time during the AY in which faculty work on grants and contracts. While in AYBO, faculty salary comes from external funding sources and not from tuition-derived revenue.

Academic Year Salary: the 9-month base salary

Base Salary: The base contractual cycle is 9 months. The school also supports ten (10), eleven (11), and twelve (12) month contractual cycles for faculty with enough salary support from research or other approved extramural and intramural sources.

Policy Statement:

The school rewards SEAS faculty who cover a portion of their academic year salary by generating sustained extramural income through competitively awarded grants and contracts, thereby offsetting institutional funds required for faculty salary support and increasing research funding to the school.

Eligibility Requirements

- Eligibility is independent of contractual cycle.
- Faculty must be performing research at the University (in residence) or paid by the University while performing research elsewhere. Faculty do not need to be in residence at the time of the disbursement of the incentive cash payment.
- Faculty must attain or exceed a score of “Meets Expectations” in research for the previous calendar year’s annual review.
- Faculty must have a workload distribution approved by their department chair(s) that is consistent with the workload policy of their department. Faculty jointly appointed in multiple departments must comply with the workload established in the joint appointment Memorandum of Understanding.
- Faculty must serve as an advisor (per SIS or Workday) for at least three graduate research assistants (GRAs) or postdoctoral research associates (PDRAs) in the academic year. This level of student involvement in research is the standard minimum expectation. The advising of no more than one (1) PDRA can be counted toward the 3 GRA/PDRA criterion.
- Faculty with a contractual cycle of over nine months must have sufficient funding for the additional month(s) including full fringe benefits.
- Faculty who are on sabbatical or otherwise on leave are not eligible for the time they are on sabbatical or leave.
- Faculty acting as assignees to a federal agency via the Intergovernmental Personnel Act (IPA) may not count the effort on the IPA towards an incentive.
- The grants on which the faculty member serves as a PI must not end the year in a deficit.
- The faculty member must be in good financial standing as outlined in department policies and practices.
- The faculty must be in full compliance with the University’s Code of Ethics.

Department chair(s) and the dean must provide written approval to all exceptions to these eligibility requirements.

Eligible Extramural Sources

Sources of faculty salary support that will be recognized for purposes of the Plan include:

1. Sponsored research grants from federal, state, foundation, and corporate sources with net F&A rates of 25% or more.
2. Other qualifying income from extramural sources--as determined by the Dean.

Research Incentive

Eligible faculty members will receive an incentive payment equal to 50% of the salary savings generated by the AYBO. There is no minimum amount of AYBO required to be eligible, but \$100 is the minimum incentive cash payment threshold. In all cases, the maximum level of academic year salary support from extramural sources eligible for an incentive will be limited to four and one-half (4.5) months, or half of the nine (9)-month academic year. The incentive payment will be paid as a lump sum wage payment in the October pay period.

If a faculty member who is participating in the Plan leaves the School or University, their incentive payment will be calculated based on the salary savings generated from their AYBO through the last full month they were employed.

The Engineering Finance Team is responsible for managing the research incentive process and timelines, communicating the timeline and deliverables to departments, and calculating and sharing the incentive payment calculations by established deadlines.

Departments are responsible for completing the cost allocations of faculty salaries on grants by established deadlines, ensuring the faculty meet the eligibility criteria, communicating the incentives to the eligible faculty and confirming that the incentive payments are approved in Workday by the payroll deadlines.

Review:

The Plan will be evaluated every 3 years to determine its compliance with School and University policies, effectiveness, its fiscal soundness, and the merits of the distribution algorithm.

Background:

This policy was previously coded as UVA Engineering Policy and procedure #2012.2 and has been renumbered ENG-FAC-015.

The Engineering School introduced a voluntary Faculty Research Incentive Plan for the 2003-04 academic year to provide a monetary incentive to faculty with the goal of stimulating external sponsored program funding.

Originated: February 27, 2012

Effective: Fiscal Year 2013

Revised: April 6, 2012, April 8, 2014, March 23, 2015, February 27, 2017, August 25, 2021, August 25, 2024.