



Originated: February 3, 2012

Revised: April 6, 2012; March 1, 2013, March 15, 2015, February 27, 2017

SEAS POLICY AND PROCEDURE # 2012.1

Title: Contractual-Cycle Policy for Faculty in the School of Engineering and Applied Science

Contact Office

Office of the Dean
School of Engineering and Applied Science
PO Box 400246
University of Virginia
Charlottesville, VA 22904-4246
p.434.924.3593
f. 434.924.3555
email. seas@virginia.edu

Applies to

Faculty in the School of Engineering and Applied Science ("Engineering School").

Reason for policy

This policy establishes the requirements for 9-, 10-, 11- and 12-month contractual-cycles for tenured and tenure-track, and general faculty members; and the responsibilities of the department chair and the Engineering School Dean to approve all faculty contractual-cycles. This policy is not applicable to Lecturers or Instructors employed for 9-months.

Policy Statement

All summer salary and wage payments must adhere to the Provost's Wage Authorization Policy. Claims for payment for directed research and independent study must conform to the guidelines and certified by the faculty member receiving the payments.

Faculty must make their contractual-cycle selection for the following academic year by April 30 of each year. If no selection is made, the default contractual-cycle of 9-months will be assigned. No change to an approved contractual cycle will be possible after August 24 of each year.

The University does not pay overload for teaching during the Summer Session.



Nine-month contractual-cycles: The 9-month contractual-cycle begins on August 25 and ends May 24 each year. A 9-month contractual-cycle is the standard contractual-cycle for faculty in the Engineering School. The faculty member may be paid on wages derived from research or other extramural or intramural sources for up to three summer months. Per University policy, total pay from all sources for the summer wage period may not exceed 3/9ths of the prior contractual-cycle year salary.

Faculty members on a 9-month contractual-cycle are not eligible for retirement benefits from the state during the three summer months when they are eligible to be paid on wages. They are also not eligible for short-term disability payments during the three summer months while they are eligible to be paid on wages. Faculty can participate in the 403(b) and 457 supplemental retirement income deferral programs while being paid on wages by contacting University Human Resources. Faculty members on a 9-month contractual-cycle are granted 16 working days of paid annual leave during the period of the contractual-cycle.

A faculty member on a 9-month contractual-cycle is not eligible to participate in the Engineering School research incentive plan (SEAS Policy and Procedure #2012.2).

Ten-month contractual-cycles: The 10-month contractual-cycle begins on August 25 and ends June 24 each year. A faculty member may request a 10-month contractual-cycle provided he/she has sufficient funds to pay the equivalent of one-month (10%) of his/her salary including the full, fringe benefit rate during the length of the contractual-cycle. Faculty will be able spread the required one-month of extramural or intramural funding throughout the contractual-cycle period.

A faculty member on a 10-month contractual-cycle may receive up to two additional summer months in the form of wages derived from research or other extramural or intramural sources. Per University policy, total pay from all sources for the summer wage period may not exceed 2/10ths of the prior contractual-cycle year salary.

A 10-month contractual-cycle allows the faculty member to receive full benefits including retirement benefits for 10 months. Faculty members are not eligible for retirement benefits from the state during the two summer months that they are eligible to be paid on wages. They are also not eligible for short-term disability payments during the two summer months while they are eligible to be paid on wages. Faculty can participate in the 403(b) and 457 supplemental retirement income deferral programs while being paid



on wages by contacting University Human Resources. Faculty members on a 10-month contractual-cycle are granted 18 working days of paid annual leave during the period of the contractual-cycle.

A faculty member on a 10-month contractual-cycle is not eligible to participate in the Engineering School research incentive plan (SEAS Policy and Procedure #2012.2).

All 10-month contractual-cycles must be approved in advance by the department chair and the Engineering School Dean. The department assumes the risk should a faculty member be unable to meet his/her commitment for any portion of the minimum one-month commitment to the 10-month salary.

Eleven-month contractual-cycles: The 11-month contractual-cycle begins on August 25 and ends July 24 each year. A faculty member may request an 11-month contractual-cycle provided he/she has sufficient funds to pay the equivalent of two months (18.18%) of his/her salary including the full, fringe benefit rate during the length of the contractual cycle. Faculty will be able spread the required two-months of extramural or intramural funding throughout the contractual-cycle period.

A faculty member on an 11-month contractual-cycle may receive up to one additional summer month in the form of wages derived from research or other extramural or intramural sources. Per University policy, total pay from all sources for the summer wage period may not exceed 1/11ths of the prior contractual-cycle year salary.

An 11-month contractual-cycle allows the faculty member to receive full benefits including retirement benefits for 11 months. Faculty members are not eligible for retirement benefits from the state during the one summer month that they are eligible to be paid on wages. They are also not eligible for short-term disability payments during the one summer month while they are eligible to be paid on wages. Faculty can participate in the 403(b) and 457 supplemental retirement income deferral programs while being paid on wages by contacting University Human Resources. Faculty members on an 11-month contractual-cycle are granted 20 working days of paid annual leave during the period of the contractual-cycle.

A faculty member on an 11-month contractual-cycle is not eligible to participate in the Engineering School research incentive plan (SEAS Policy and Procedure #2012.2).



All 11-month contractual-cycles must be approved in advance by the department chair and the Engineering School Dean. The department assumes the risk should a faculty member be unable to meet his/her commitment for any portion of the minimum two-month commitment to the 11-month salary.

Twelve-month contractual-cycles: The 12-month contractual-cycle for “Legacy Faculty” begins June 25 and ends June 24 each year. “Legacy Faculty” are those faculty who were on a 12-month contractual-cycle prior to the 2015-2016 academic year, and have continuously remained on a 12-month contractual-cycle since that time. The 12-month contractual-cycle for all other faculty begins August 25 and ends August 24 each year. A faculty member may request a 12-month contractual-cycle provided he/she has sufficient funds to pay a minimum of three months (25%), including full fringe benefits, of the faculty member’s annual salary. Faculty will be able spread the required three-months of extramural or intramural funding throughout the contractual-cycle period.

A 12-month contractual-cycle entitles the faculty member to receive full benefits, including retirement benefits, for 12 months. Faculty members on a 12-month contractual-cycle are granted 22 working days of paid annual leave during the period of the contractual-cycle.

A faculty member on a 12-month contractual-cycle is eligible to participate in the faculty research incentive plan (SEAS Policy and Procedure #2012.2).

All 12-month contractual-cycles must be approved in advance by the department chair and the Engineering School Dean. The department assumes the risk should a faculty member be unable to meet his/her commitment for any portion of the minimum three-month commitment to the 12-month salary.

Effective Date: This policy was approved unanimously by the SEAS Leadership Council on 27 February 2017.

A handwritten signature in black ink, appearing to read "Eric Loth", written over a horizontal line.

Eric Loth, Chair
SEAS Leadership Council

27 February 2017