

Contractual Cycle Policy for Engineering Faculty

Date: July 1, 2024

Policy ID: ENG-FAC-014

Status: Final

Contact Office:

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Oversight Executive:

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Applies to:

Faculty in the School of Engineering and Applied Science (SEAS)

Reason for Policy

This policy establishes the eligibility for summer wage payments, requirements for any faculty member in SEAS to elect a 10-, 11-, or 12-month contract cycle, and the department's oversight of these elections.

Policy Statement:

All summer salary and wage payments must adhere to the Provost's Wage Authorization Policy.

All faculty may elect to receive wage payments for any months for which they are not receiving salary. Funding for wage payments may come from intramural or extramural sources.

New Hires

All new faculty will be placed on a nine-month contractual cycle unless stated otherwise in their offer letter.

10-, 11-, or 12-month contractual cycles:

Faculty requesting a contractual cycle over nine months must demonstrate sufficient funding for the additional month(s) when electing the new cycle period, including full fringe benefits. Faculty may spread funding of the additional month(s) from intramural or extramural sources throughout the entirety of the contractual cycle period.

- Faculty electing a ten-month cycle must have funding for one additional month of salary and full fringe benefits.
- Faculty electing an eleven-month cycle must have funding for two additional months of salary and full fringe benefits.
- Faculty electing a twelve-month cycle must have funding for three additional months of salary and full fringe benefits.

All contractual cycles over nine months must be approved by the department chair. The department assumes the risk should a faculty member be unable to meet their commitment for any portion of the additional month(s) of salary.

Procedures:

Timeline:

In March, the director of faculty affairs will inform all faculty that the contract cycle election period is upcoming. The notification will link to this policy, inform faculty of the current full fringe benefit rate, and direct them to contact their director of operations to confirm their cycle months for the upcoming summer.

In March, the director of faculty affairs will email each department's director of operations with a current list of their faculty and their current cycle months.

By April 24, each department should verify with their faculty how many months they have funding to cover salary with full fringe benefits for the upcoming summer, seek approval from their department chair for any contract cycles over nine months, and key any necessary cycle changes into Workday, with an effective date of April 25. All cycle changes must be approved by the dean or their delegate, via Workday.

Related Information:

[Provost Faculty Wage Authorization](#)

[Faculty Leaves](#)

SEAS Research Incentive Policy

[HR Benefits page](#)

Background:

Originated: February 3, 2012

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