

Faculty Salary and Effort on Sponsored Projects

College of Humanities and Social Sciences

Related Policies:

College of Humanities and Social Sciences:

[Faculty Teaching Load Standards](#)

Salary Cap Administration

University:

3008 Faculty Teaching Loads

[Guidelines for Charging Faculty Salary to Sponsored Projects](#)

4015 Payroll Certification on Federally Sponsored Projects

4016 Cost Sharing

[4019 Research-Extended Appointment Policy](#)

I. Scope

This academic policy covers faculty who charge salary and expend effort on sponsored project awards.

II. Policy Statement

A. Effort on Grants

The College of Humanities and Social Sciences follows the university's ***Guidelines for Charging Faculty Salary to Sponsored Projects*** (see: <https://osp.gmu.edu/guidelines-for-charging-faculty-salary-to-sponsored-projects>).

These guidelines state that salary charges should align with when effort is performed during academic and summer periods, and should be consistent with the effort commitments made at the time of proposal. For projects that include work during the academic year and the summer, effort should be charged to both academic year and summer periods. A general College guideline is that about 5% of academic year effort is anticipated for each month of grant paid summer work.

These guidelines also state that for faculty on nine month contracts, no more than 90% of summer effort (2.7 months) can be charged to sponsored projects during the summer. *For summer 2018 only, exceptions to the 90% limit will be made with written documentation confirming no other activities unrelated to the sponsored project(s) charged will occur during the period.*

B. Teaching Loads and Course Buyouts

For faculty seeking course buyouts, all grants shall be budgeted according to the Faculty Teaching Loads Standard Policy. Tenured and Tenure-track faculty members charging labor to grants and contracts will provide 15% of academic year salary plus benefits to buy out the first course in an academic year, 15% for the second course, and 25% for the third course.

Term faculty members charging labor to grants and contracts must charge 12.5% of academic year salary plus benefits for each course bought out.

Faculty who do not have sufficient resources to pay for buyout in a given semester may accrue course buyout by charging the equivalent of 15% of academic year salary over two successive semesters. The accumulated one-course buyout may then be used during the second semester with approval of the chair.

Every faculty member is expected to teach at least one course per year and is expected to engage in service. Any exceptions to this policy must be negotiated with the dean prior to submission of the grant or fellowship proposal.

For purposes of this policy, faculty members with administrative buy-outs of their teaching or contractual teaching loads less than 2-2 must treat those reductions as grant buy-downs. For example, someone with a one-course administrative buy-down must charge their grant as a second course reduction.

Any other financial arrangement must be agreed to in advance by the dean.

C. Additional Research Buyout

Faculty who charge academic year salary to a grant in excess of that required for course buyout(s) can receive a spending credit equal to 50% of the excess buyout. This credit will be returned as Facilities and Administrative (F&A, also known as “indirects”) and may be used for DE such as equipment, travel, and supplies or may be applied to summer salary cap coverage on grants that limit compensation to a salary capped amount.

D. Research-Extended Appointment Policy

Tenured and tenure-track faculty with 9-month appointments at George Mason University, with the approval of the Dean and Provost, may temporarily convert their appointment from 9- to 12-month for no more than a one-year period as provided in new University Policy 4019, ***Research-Extended Appointment Policy*** (see: <https://universitypolicy.gmu.edu/policies/research-extended-appointment-policy>).