

# 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](#)

### Policy Procedure:

CHSS Research-Extended Appointment Request

CHSS Summer Pay on Sponsored Projects Exception Request

#### 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 university policies and procedures regarding charging salary to sponsored projects (see [University Policy 4019](#) and [Guidelines for Charging Faculty Salary to Sponsored Projects](#)), and all research administration policies.

These policies and procedures state that salary charges should align with effort on the project 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 when the work occurs. A general College guideline is that about 5% of academic year effort is anticipated for each month of grant paid summer work.

University policies and procedures also state that for instructional faculty on nine month or twelve-month appointments, no more than 90% of summer effort (2.7 months) can be charged to sponsored projects.

##### B. Teaching Loads and Course Buyouts

For faculty seeking course buyouts, all grants shall be budgeted according to the CHSS Faculty Teaching Loads Standards. Tenured and Tenure-track faculty members charging labor to grants

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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 in the same academic year. The accumulated one-course buyout may then be used during the second semester with approval of the chair.

For faculty working on sponsored projects whose salary exceeds the amount a sponsor will allow (salary cap), course buyouts can be awarded in accordance with academic year annual salary rates mentioned above. Salary cap cost share due to sponsor salary caps will count as part of the required course buyout percentage. During the academic year only, the College will pay the amount over the salary cap.

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 course buyouts of their teaching or contractual teaching loads less than 2-2 must treat those reductions as grant course buyouts. For example, someone with a one-course administrative buyout who is seeking a second course buyout must charge their grant as a second grant course buyout.

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 to faculty in their Indirect (F&A) Org and may be used for DE such as equipment, travel, and supplies. With College prior approval, this spending credit may also be used for summer pay, e.g. for summer salary cap overages or to cover the 10% of summer pay that is not allowed on sponsored projects.

#### 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>). Faculty who wish to apply for a **Research-Extended Appointment** should contact [jcohen9@gmu.edu](mailto:jcohen9@gmu.edu).

#### E. Summer Pay on Sponsored Projects

Summer pay for Faculty may not exceed one third of their prior academic year salary (nine-month Institutional Base Salary) for all summer work (teaching, research or administrative),

regardless of funding sources<sup>1</sup>. The amount of salary per pay period during the summer should not exceed the academic year pay period rate.

According to university [Guidelines for Charging Faculty Salary to Sponsored Projects](#), no more than 90% of effort (2.7 months) can be charged to sponsored projects in the summer (May 25 – August 24) by instructional faculty. With College prior approval, the remaining 10% may be paid to faculty from non-sponsored projects sources for research related work.

Certain types of funding for summer pay, upon approval by the CHSS Dean, may receive an exception to the 90% restriction.

- IPA agreements that cover 100% effort during the summer
- Fellowships that require 100% effort during the summer
- Non-project specific private funding from GMUF that requires 100% summer effort

Faculty who wish to submit a request for a *Summer Pay on Sponsored Projects Exception* should contact [jcohen9@gmu.edu](mailto:jcohen9@gmu.edu).

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<sup>1</sup> Faculty Handbook, Chapter III., Section 3.3 Summer Salary