PSYCHOLOGY DEPARTMENT
SALARY SAVINGS POLICY FOR FACULTY

PURPOSE: This policy describes the acceptable uses of salary savings from a faculty member’s budgeted 9-month academic year salary due to external funding.

DEFINITION OF SALARY SAVINGS: Salary savings are defined as funds spent from a 53 (research grant) account on faculty salary during the academic year, thus paying a portion of the salary that CSU would already have been obligated to pay when there is no grant source available. No other fund source generates salary savings.

EXEMPTIONS: Course buyout is not salary savings. Most summer salary is not salary savings, other than the obligated portion of your salary that, by Federal law, we must staff during the academic year on the 53 account. Course buyouts and summer salary are the primary, and preferred way, to spend salary money budgeted on 53 accounts.

POLICY STATEMENT: The salary savings amount to be applied will be calculated from the amount of external funding used during the PI’s academic year external funding. Fringe is not included in this calculation as it is not a savings to department funding. Any salary savings after meeting 100% of the three (3) month summer salary will be split with the PI, 90/10. The 10% retained by the department is for administrative support.

Planned uses for the salary savings will need to be formalized in a detailed budget via a MOU with the Chair, signed by the PI. Examples of uses may include the following:

- Student support
- Equipment and supplies
- Summer Salary for the Faculty member
- Travel
- Professional expenses
- Course buy-out
- Computer hardware/software

Any use of salary savings will be in accordance with University policy. The Faculty member’s portion of salary savings will be available until the end of the fiscal year. Carry-forward across the CSU fiscal year boundary of June 30th is not allowed, except for an amount necessary to pay the remaining 1.5 months of summer salary before Fall semester begins. Unspent savings will be absorbed into the department budget. Any external funding used during a sabbatical will not be considered salary savings.

Exemptions to this policy can only be approved by the Chair.