

## COLLEGE of NATURAL SCIENCES

### Guidance for Chairs when considering requests from faculty for salary savings

**PURPOSE:** This document describes the acceptable uses of salary savings from a 9-month faculty member's budgeted academic year salary due to external funding. Note: A chair is not required to permit salary savings in their department, but if they do, it must be applied equally across all faculty and adhere to the guidance established here.

**DEFINITION OF SALARY SAVINGS:** Salary savings are defined as funds spent from a 53 (research grant) or 21 (recharge center) account on faculty salary during the academic year, thus paying a portion of the salary that CSU would have been obligated to pay when there is no alternative source available. No other funding sources generate salary savings. For example, any external funding used during a sabbatical will not be considered salary savings; summer salary is not salary savings, because it is not paid in the academic year. However, the obligated portion of the salary that, by Federal law, we must staff during the academic year on the 53 account, is salary savings.

**EFFORT REPORTING:** Accurate reporting of effort expended on grants is the sole responsibility of the PI and other research personnel on the grants that generate savings. You must either:

1. Report exactly the sum total of effort that was approved on your portfolio of research grants, or
2. The adjustable amount allowed in the PI's budget authority with the grant agency, or
3. Formally re-negotiate your percent effort with your grant agency's program staff, then redistribute as appropriate to reflect the approved change.

**COLLEGE POSITION STATEMENT:** Effective FY23 (starting with FY22 salary offset), CNS will launch a pilot program to return a significant percentage of faculty salary savings to the faculty member who generates it. A department may elect to wholly opt in or opt out, per Department Chair's discretion. The calculation on the savings return will be based on their Total Salary Offset (annualized salary e.g. academic year plus summer session support). The prior fiscal year's Time and Effort reports will be the source documents for the calculation against eligible funding sources (53 and 21 accounts). Fringe is not included in this calculation as it is not usually a savings to department funding. Any salary savings after maximizing three (3) month summer salary (or allowable summer months per granting agency policy) and any allowed course buyouts, will be split with the Faculty, 90/10. The 10% retained by the department is to be used at the chair's discretion for research administrative support and enhancing the department's research.

The Faculty's portion of the savings will be placed in an individual discretionary fund. Any use of salary savings will be in accordance with University policy. Examples of appropriate uses include: student support, equipment & supplies, summer salary, travel, professional expenses, course buy-out, computer hardware/software, etc. The Faculty member's portion of salary savings will be available until the end of the fiscal year in which it was generated. Carry-forward across the CSU fiscal year boundary of June 30<sup>th</sup> is not permitted, except for an amount necessary to pay the remaining 1.5 months of summer salary before Fall semester begins. This carry-forward allowance does not apply to departments that have a zero carry-forward policy in place. Existing balances from previous fiscal years will be rolled forward into FY23, but at the end of FY23 the no carry-forward rule will be in effect.