

Addendum to CMU Work Load and Institutional Base Salary

Many of the funded projects at Colorado Mesa University are led by faculty members who are employed full time with a full teaching and service load, with their *institutional base salary* established according to their workload. Due to federal regulation, grant funding cannot provide compensation beyond the institutional base salary (above 100% of the base salary). Thus, it is common for faculty members to build compensation for time and effort into funded projects to get paid during the summer when they are off-contract.

A common practice faculty members use to increase the available time to work on funded projects during the academic years is to “buy-out” of courses. The process of course buy-out involves allocating the percentage of salary that would be comparable to compensating the faculty member to teach a course from the grant to pay someone else to teach the course (usually an adjunct faculty member). However, course buy-outs are difficult at Colorado Mesa University because of the limited pool of qualified faculty to fill the vacancy created through the buy-out. Paradoxically, many times funded project work takes place during fall and spring semesters when compensation is not allowed and it is difficult to find qualified individuals to fill in for the faculty member seeking to buy-out of a course.

To provide opportunity for faculty to receive compensation when they are doing their work during the academic year, there is a need to redefine their *institutional base salary*, so that the members are compensated at their base rates and CMU remains compliant with federal regulations. Thus, by having the flexibility to redefine workload to include with the standard teaching, service and scholarship expectations, the addition of externally funded work, we can provide the opportunity for faculty members to receive compensation for their funded projects during the academic year by redefining their IBS and comply with federal regulations.

Summary/Purpose: This document sets forth the guidelines for sponsored activities in association with the *Institutional Base Salary Rule* as presented in the 2 CFR 200 (Uniform Guidance).

Basic Conditions: Institutional Base Salary (IBS) is defined as the annual compensation paid by the university for professional appointments; for faculty IBS is the annual compensation for their instruction, university service (such as Department Head and Director appointments) and professional activities and scholarship. IBS does not include additional stipends or supplements paid for other assignments performed by the professional, such as compensation for work on externally funded projects.

Redefined Work Load Proposal: A faculty member may request course buy-out funded by a grant or sponsored program be reassigned time to work on a funded project. His/her 1.0 FTE (IBS) may be redefined to include teaching, service, scholarship, and work on externally funded projects. The supplemental compensation may be allowable for the faculty member to continue to teach the same class for which they are requesting the buy-out (and receive compensation for teaching the class) if *all* of the following conditions are met:

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- a. Reasonable efforts to find a qualified temporary instructor for the reassigned time failed;
- b. Funding associated with the reassigned time is included in the grant award budget;
- c. Written approval from the Program Officer at the funding agency has been secured for the Redefined Work Load prior to submission of the application;
- d. Written approval from the department head has been secured for the reassigned time and Redefined Work Load prior to the submission of the grant application to the funding agency;
- e. The Office of Sponsored Programs and Academic Research proposal routing has been completed and authorized prior to submission of the grant application;
- f. Redefined Work Load is aligned with the current policies and guiding principles in the CMU Professional Personnel Employment Handbook.

CMU is located in a rural area lacking resources and conditions which limit the opportunity for hiring part-time or temporary faculty to cover a specific class usually taught by a faculty member seeking to buy out of a course using federal, state or private grant or foundation awards to dedicate time within the academic year to pursue the funded sponsored activities.

The principal investigator (PI) or project director (PD) is responsible for ensuring all grant conditions are met, and existing responsibilities are not negatively impacted.