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1. **Expectations for attendance at standing meetings [May 2019]:**

**Faculty:**

**Expected:**
- Graduate Event
- Poster Session
- PIE Meetings
- Staff Appreciation
- Faculty Meetings
- Seminars

**Encouraged:**
- Soup Luncheons
- September Picnic
- Holiday Party

**Staff:**

**Expected:**
- Graduate Event
- Poster Session
- PIE Meetings
- Staff Appreciation
- Holiday Party
- Student Orientation

**Encouraged:**
- Soup Luncheons
- September Picnic

2. **Annual Staff Evaluations – Department of EPI&BIO [October 2019]**

1. 6 weeks prior to the annual evaluation deadline, the supervisor reviews the template for evaluation survey (found here... drive/folder location, also attached below) making any specific edits relevant to the particular employee.

2. The supervisor confirms the current list of department faculty and reviews the list of relevant project research staff that will be invited to participate.

3. This list is shared with the Chair who will also make an announcement at the next faculty meeting to encourage participation (in the absence of the forthcoming faculty meeting this will be done by e-mail)

4. 5 weeks prior to deadline: Supervisor works with Mark Watrich to upload survey onto Qualtrics. This is distributed to faculty and project research staff list with instructions to complete in 10 days.

5. First reminder e-mail sent out after 10 days

6. Second reminder e-mail send out after 17 days.

7. Survey closed after 20 days

8. 2 weeks prior to deadline: Supervisor downloads responses, summarizes results, prepares a draft written report to be included in HR evaluation. Report is shared with Chair.

9. 1 week prior to deadline: Supervisor meets with Chair to review draft report and finalize.
10. Report is shared at a face to face meeting between supervisor and employee. Final report is submitted to HR.

11. Major timelines (6 week start date, Qualtics ready, Survey closed, Meeting with Chair, and final meeting) are to be added to the calendar of both supervisor and Chair.

12. The timeline for CTs starts March 1, with the goal of finishing the process in time for the April merit raise process. The timeline for APs starts May 1, to give time to complete the survey before the end of spring semester.

Proposed Timeline:

<table>
<thead>
<tr>
<th>Employee</th>
<th>Supervisor</th>
<th>Annul Eval due date</th>
<th>Survey and distribution list finalized</th>
<th>Survey open</th>
<th>Remind er #1</th>
<th>Remind er #2</th>
<th>Survey closed</th>
<th>Draft report prepared</th>
<th>Meet with Chair</th>
<th>Final report and meeting completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>APC (CT)</td>
<td>MAV/DB</td>
<td>3/1</td>
<td>1/15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DZ (CT)</td>
<td>MAV</td>
<td>12/1</td>
<td>10/21</td>
<td>10/28</td>
<td>11/7</td>
<td>11/14</td>
<td>11/17</td>
<td>11/18</td>
<td>11/25</td>
<td>12/1</td>
</tr>
<tr>
<td>TM</td>
<td>Chair</td>
<td>5/1</td>
<td>3/19</td>
<td>3/26</td>
<td>4/6</td>
<td>4/13</td>
<td>4/17</td>
<td>4/18</td>
<td>4/25</td>
<td>5/1</td>
</tr>
<tr>
<td>LW</td>
<td>Chair</td>
<td>5/1</td>
<td>3/19</td>
<td>3/26</td>
<td>4/6</td>
<td>4/13</td>
<td>4/17</td>
<td>4/18</td>
<td>4/25</td>
<td>5/1</td>
</tr>
<tr>
<td>MAV</td>
<td>Chair</td>
<td>5/1</td>
<td>3/19</td>
<td>3/26</td>
<td>4/6</td>
<td>4/13</td>
<td>4/17</td>
<td>4/18</td>
<td>4/25</td>
<td>5/1</td>
</tr>
</tbody>
</table>

3. **Academic Programs [March 2019]:**

If faculty member is representing the department or college at graduation, the department will pay for cap and gown rental. [March 2019]

Department will pay for refreshments for student defenses. [January 2019]

Department will reimburse committee member or major Advisor for meal purchased in support of student graduation. [January 2019]

3.1 **Graduate Student Travel Award [May 2019]:**

1. The department will make available to graduate students a Travel Award (“Award”) in the amount of $500.00 (maximum) to present research results at a scientific conference.
2. All Awards are conditional on the availability of funds.
3. A student may apply for an Award a maximum of twice, with each request being for a minimum of $250.00.
4. Students applying for an Award are strongly encouraged to secure matching travel funding from another entity (e.g., CHM, The Graduate School, their Supervisor).
5. At the time of a request for an Award, students must be in good academic standing based on Graduate School and departmental standards.
6. At the time of the Award request, students must be enrolled for at least one (1) credit and commence travel within one (1) semester (including summer) of the request.
7. Requests for an Award will only be considered with an accepted Abstract (oral or poster) for a scientific meeting.
   a. The student must be the presenting author.
   b. A copy of the Abstract acceptance, along with the Abstract itself, should be submitted at the time of the Award request.
8. The Award must be used for costs associated with travel consistent with allowable expenses per departmental and university travel guidelines (e.g., flight, lodging, per diem, registration). The Budget Administrator will provide students receiving an Award additional instructions based on departmental and university travel regulations.
9. Requests for an Award should be made in writing (via e-mail) addressed to the Graduate Program Director and copied to the Budget Administrator at least four (4) weeks prior to anticipated travel.

4. Faculty Summer Salary [April 2019]:

Faculty obtaining salary support from external sources (grants and contracts) are allowed to allocate an equal amount of money (i.e., dollars) to AY and SU efforts.

Example: For a faculty member making $100,000 AY, a 10% AY effort will generate $10,000, and so the equivalent amount ($10,000) can be allocated to summer salary.

NOTE: Summer salary >2 months (up to a maximum 2.5 months) requires a CHM summer salary request form to be completed and approved by the Chair and Dean. (see Appendix 1 for request form)

Example: For a faculty member making $100,000 AY, 2 months of summer salary is equivalent to 2/9ths of the AY salary i.e., 2/9*100,000 = $22,222). If the faculty member has grants that can provide salary savings in excess of $44,444 (split equally between AY and Summer), and is willing and able to work additional time over the summer, then the faculty member can request up to an additional ½ month (max) of summer salary (equivalent to $5,555) paid from their external grant/contract sources.

5. Research Facilitation Incentive Program - Faculty Salary Savings Rules [April 2019]:

NOTE: This policy was put in place so that faculty members who are paid above the NIH maximum can obtain equivalent research facilitation incentive dollars as if they were paid at the
NIH maximum (i.e., such faculty are eligible for incentive if they bring in 40% of the NIH cap, NOT 40% of their actual salary).

If AY Salary < NIH AY SALARY CAP

Approach: Distribution of research facilitation dollars based on your grant supported effort being between 40% - 80% as calculated based on your AY salary

- First 40% of AY salary covered by outside funding source remains as salary savings to department
- Between 40% and 80% of AY salary covered by outside funding source is split 50/50 between faculty member and department.
- Above 80% AY salary covered by outside funding source is split 25% to the faculty member and 75% to the department. Above 80% is not encouraged due to teaching and administrative effort required by faculty.

<table>
<thead>
<tr>
<th>AY Salary</th>
<th>Grant effort</th>
<th>Grant $\textsuperscript{2}</th>
<th>Dept. Take $\textsuperscript{3}</th>
<th>Share $\textsuperscript{4}</th>
<th>1/2 to Faculty $</th>
<th>Total to Depart $</th>
</tr>
</thead>
<tbody>
<tr>
<td>100K</td>
<td>50%</td>
<td>50K</td>
<td>40K</td>
<td>10K</td>
<td>5K</td>
<td>45K</td>
</tr>
<tr>
<td>100K</td>
<td>60%</td>
<td>60K</td>
<td>40K</td>
<td>20K</td>
<td>10K</td>
<td>50K</td>
</tr>
<tr>
<td>125K</td>
<td>50%</td>
<td>62.5K</td>
<td>50K</td>
<td>12.5K</td>
<td>6.25K</td>
<td>56.25K</td>
</tr>
<tr>
<td>125K</td>
<td>60%</td>
<td>75K</td>
<td>50K</td>
<td>25K</td>
<td>12.5K</td>
<td>62.5K</td>
</tr>
</tbody>
</table>

1. Previously referred to as revenue sharing  
2. Based on your AY salary  
3. First 40% of AY salary goes to department  
4. Amount that exceeds first 40% of AY salary that is split equally between department and faculty

If AY Salary > NIH AY SALARY CAP

Approach: Distribution of research facilitation dollars based on your grant supported effort being between 40% - 80% as calculated based on the NIH Salary Cap

- First 40% of NIH AY salary cap ($56,880) covered by outside funding source remains as salary savings to department
• Between 40% and 80% of NIH AY salary cap covered by outside funding source is split 50/50 between faculty member and department.

• Above 80% of NIH AY salary cap covered by outside funding source is split 25% to the faculty member and 75% to the department. Above 80% is not encouraged due to teaching and administrative effort required by faculty.

**AY Salary is more than NIH cap. Faculty has >40% effort supported by grants.**

Current NIH AY salary cap $142,200

Two example scenarios where there are CAP issues

<table>
<thead>
<tr>
<th>AY Salary</th>
<th>Grant effort</th>
<th>Grant $\textsuperscript{5}</th>
<th>Dept. Take $\textsuperscript{6}</th>
<th>Share $</th>
<th>1/2 to Faculty $</th>
<th>Total to Depart $</th>
</tr>
</thead>
<tbody>
<tr>
<td>150K</td>
<td>50%</td>
<td>71.1K</td>
<td>56.88K</td>
<td>14.22K</td>
<td>7.11K</td>
<td>63.99K</td>
</tr>
<tr>
<td>150K</td>
<td>60%</td>
<td>85.32K</td>
<td>56.88K</td>
<td>28.44K</td>
<td>14.22K</td>
<td>71.1K</td>
</tr>
<tr>
<td>200K</td>
<td>50%</td>
<td>71.1K</td>
<td>56.88K</td>
<td>14.22K</td>
<td>7.11K</td>
<td>63.99K</td>
</tr>
<tr>
<td>200K</td>
<td>60%</td>
<td>85.32K</td>
<td>56.88K</td>
<td>28.44K</td>
<td>14.22K</td>
<td>71.1K</td>
</tr>
</tbody>
</table>

\textsuperscript{5} Dollars generated based on the NIH AY salary cap $142,200. This is the maximum salary support you can get from NIH.

\textsuperscript{6} Fixed at 40% of NIH salary cap
Appendix 1:

College of Human Medicine Summer Load and Salary Statement

Academic year (AY) faculty who are employed more than two months in the summer session are required to submit this statement to the office of the dean. The purpose of this statement is to confirm the faculty member understands the university policy regarding vacation time for AY faculty.

The following information is provided in the university’s Faculty Handbook:

1. All academic personnel are appointed on either an academic year (AY) or annual year (AN) basis. An academic year appointment covers a full twelve month period with a nine-month assignment of duties and responsibilities, including related departmental meetings before registration in the fall and commencement and grade-reporting in the spring. The assignment period will normally be from August 16 through May 15 of the following calendar year.

2. Faculty and academic staff holding academic year appointments are not eligible for vacation leave during the academic year.

3. The university observes six legal holidays by closing offices and dismissing classes. They are: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day. In addition, the Friday following Thanksgiving Day, and as stipulated by the university based on the calendar, the working days preceding or following Christmas Day and New Year’s Day are granted as holidays. AY faculty are allowed/expected to take vacation/ time off during the summer semester.

The College of Human Medicine generally does not approve summer salary in excess of 2.0 months but will make an exception to allow up to a maximum of 2.5 months at the request of the faculty member and with the approval of the department chair. If such a request is approved by the department chair, the faculty member should submit the following form to the Dean’s Office. Summer salary for 2.5 months will not be approved unless/until this form has been received.

I am requesting summer salary for 2.5 months for summer semester _______ (year or years). I understand that this means that the only time allowed for vacation will be 10 workdays during the two weeks that I am not employed in the summer.

________________________________________  ___________________________  ____________
Faculty Member   Signature    Date

________________________________________  ___________________________  ____________
Chair     Signature    Date

Send completed form to A108 E. Fee.