

PHPR Faculty Salary Savings Return Policy

1. This policy applies to PPHR faculty members who are tenured, tenure track and clinical track. Research track and adjunct faculty are not included in this policy as they have no ability to generate salary savings in their positions.
2. Excess salary savings is defined as the total amount of faculty salary charged to sponsored programs or gifts that is in excess of the amount of salary savings budgeted for the department. Clinical service contracts are not included in the calculation of salary savings as these funds are budgeted to compensate clinical track faculty. However, revenue generated from clinical services that is returned to the Department would be considered part of salary savings.
3. For twelve-month (CY) faculty
 - a. Excess salary savings will be available on an annual fiscal year basis (July 1-June 30) in accordance with guidelines listed below.
 - b. Initially, the pool of funds available to eligible twelve-month PPHR faculty (tenured, tenure track and clinical track) will be equal to 25% of the total departmental excess salary savings.
 - c. The percentage of the excess salary savings available in the pool for return can change at the discretion of the Department Head and yearly budget needs. The percentage available based the previous years' salary savings will be announced by August 1 of the new fiscal year.
 - d. The amount of return each individual will receive will be determined by multiplying the total pool by the % of the total salary savings provided by each faculty member.
 - i. For example, the total pool is \$100K. Prof. Smith provided 5% of the department's total salary savings. Prof. Smith will receive \$5K.
4. For nine-month (AY) faculty
 - a. Assistant Professors
 - i. 100% of the AY salary savings provided will be returned to the faculty member
 - b. Associate and Full Professors
 - i. Associate and Full Professors are expected to cover their summer pay from extramural funding sources.
 - ii. If AY salary savings is provided by the faculty member, he or she may request department support of summer pay up to the amount of AY savings provided, or 10 weeks of pay, whichever is lower.
 - iii. AY salary savings in excess of the amount used to support summer pay will be returned to the faculty member at the following rates:
 1. Associate Professors: 50% of excess savings returned
 2. Full Professors: 50% of excess savings returned
5. The funds will be deposited into individual discretionary accounts for each faculty members' use. These funds can be used for almost any professional related expenses but cannot be used as a supplement/bonus payment for personal salary. Each faculty member is responsible for their own spending of these funds.

6. If funds are not utilized in a given fiscal year, they will be rolled over for use in subsequent years at the discretion of the faculty member.
7. If a faculty member leaves the department, any amount remaining in their salary savings return account will go into the general department fund.