

Guidelines for Tenure Track Faculty Requesting Salary on Sponsored Funds:

In some departments, tenure-track faculty are permitted to charge a portion of their academic-year effort to external grants rather than having this effort paid by the College via appropriations to LIREG. When permitted, this can take place either as part of a “course buy-out” or in order to secure 0.5 month of summer salary that could not otherwise be charged to external grants. In all cases, such arrangements require approval of the chair or director. The general principles are summarized below. These guidelines should be followed when preparing the budget for any grant where a course release or the 0.5 month exception for summer salary will be requested.

Objective	% AY salary paid	Faculty receives	Department receives	Comments
Course buy-out	20% of salary and benefits	1 course release	Released LIREG – to be used as department chooses. The department must continue to meet its teaching obligations; if this requires that a replacement instructor be hired, this should be funded from the released LIREG funds.	<ul style="list-style-type: none"> • Is always at the discretion of the chair • Based on assumption that each course is 10% effort; must “buy” both course and corresponding research effort. Note – course buyouts do not affect the service expectations of faculty; faculty should remain in residence in Ann Arbor and continue with normal committee responsibilities. • Should be limited to no more than ½ of standard classroom instruction load for the department. • The course(s) that are to be replaced are at the discretion of the chair. In no case should course buy-outs be exclusively for undergraduate courses. • In general, course buy-outs should be multiyear arrangements that are linked to proposal funding rather than a last minute effort to use remaining grant funds
Summer salary in excess of 2.5 months	5.56% of salary and benefits per Academic Year (11.12% per term)	0.5 month GF salary during June	Nothing	<ul style="list-style-type: none"> • Is always at the discretion of the chair. • Faculty member must have met all other departmental obligations. • Can only be used if the faculty member has 2.5 months of external summer funding for the current fiscal year. • To request summer support in excess of two summer months please fill out the attached form.