SOE Faculty Incentive Policy

The School of Education provides an incentive for faculty who contribute to the funded research efforts of the organization. This policy, effective immediately for all grants, called the Faculty Salary Savings Policy, is designed to share back resources gained from income generated by funded projects. The policy, in general, is that 50% of the amount of salary savings allocated in the project budget will be shared back with faculty, once the costs of any associated course buyouts are encumbered. This policy is inherently tied to the university’s faculty load policy, which is incorporated into this policy description. If you allocate at least 11.11% of your time to a funded project (grant or contract), a portion of your salary savings can be used to hire an adjunct ($4000 per 3-credit course, retired faculty adjuncts @ $5500 per 3-credit course). Faculty may instead have a buyout and choose to teach. Faculty would receive 50% of the remainder of the salary savings. If you have allocated a portion of your time to the project, but that time allocation is less than 11.11%, you simply receive 50% of the salary savings but no course buyout is possible, based on faculty load policy. The salary savings funds are issued on an annual basis and must be expended within the fiscal year in which they are allocated.

Related to the university’s faculty load policy, in order to receive a buyout (a one course release) during the academic year, you must have allocated at least 11.11% of your time in the grant for that year. If time was not allocated, then it is not possible to do a buyout. It assumes that faculty will need to dedicate at least one fourth of their time (11.11%) each semester to research. When that “fourth” is exceeded, then the assumption is that your research load is exceeding the normal allocation and then some sort of release is needed. Teaching load is usually the first to be tapped for such a release. You may receive one course per year by allocating 11.11%, two courses per year by allocating 22.22%, etc. Please work with OERO staff to determine your buyout plans and salary savings benefits prior to the submission of project proposals, in order for programs and SOE administration to plan for necessary hiring and funding transactions to implement this plan.

If you wish to participate in the salary savings policy, a School of Education Salary Savings Distribution Agreement form must be completed. See Lori Berry (loberry@vt.edu) for assistance with the form. The purpose of this form is to serve as an agreement to distribute project-related salary savings upon the awards of project funds. The amount of distributions among the project employee, the School of Education office, and the SOE Office of Educational Research and Outreach are calculated based on the following:

1. The project employee must be a regular, tenure-track, salaried employee of Virginia Tech.
2. All distributions will be performed on the fiscal year posted paid dates regardless of the project award calendar.
3. Salary savings funds are distributed on an annual basis and must be expended by the end of the correlating fiscal year.
4. Faculty members written in to a budget, upon award, may decide to do one of the following:

   A. Convert to a CY 10, 11, or 12-month research extended appt. (see University policy 6200 for more info)
      • For each 11.11% of time assigned to a funded project, faculty may convert to a CY position one month.
      • There is no salary saving split with faculty member on a CY conversion due to a summer supplement requirement.

   B. Course buyout
      • For each 11.11% of time assigned to a funded project, faculty may be “bought out” one course per year.
      • Such buyouts must be communicated to the employee’s Program Leader, Department Unit Chair, and SOE.
      • The annual standard salary savings distribution shall be:
        Salary savings total amount less any expenses incurred (adjunct costs)
        Remainder distributed as follows:
        ** 50% of total salary savings (after costs associated with course buyout are encumbered) allocated to the project employee up to a single or combined project maximum of $10,000 with remainder divided between SOE (37.5%) and OERO (12.5%).

Should you have any questions, please contact Barbara Lockee at lockeebb@vt.edu.