Brown School of Public Health Policy
Faculty Summer Salary Effort and Funding Policy (May, 2013)
Updated June 5, 2018

BACKGROUND

Tenured and tenure track faculty with 10-month appointments may receive compensation for up to two additional months of salary during the months of July and August. The summer salary is not part of the tenure guarantee, but may be supported with startup funds, grant incentive program (GIP) funds, other institutional funds or funds for sponsored research. Use of startup funds for summer salary coverage must be in accordance with University Guidelines. The University policy states that faculty start-up and research funds must be used in a manner consistent with the letter of appointment and that faculty may only use these funds for summer support with explicit prior approval from the Dean. The Dean of Public Health will allow faculty to use GIP and startup funds for summer salary support.

Because the University must assure external sponsors that the effort expended on sponsored projects is commensurate with the salary charged to those projects, Public Health faculty with 10-month appointments must account for non-research activities, including vacations, during the months of July and August and NOT charge effort associated with these activities to sponsored projects during these months.

This policy also applies to contract “term” faculty with 10-month appointments. (Added 7/10/13)

ALLOWABLE SUMMER EFFORT ON SPONSORED RESEARCH PROJECTS

A maximum of 95% effort may be devoted to sponsored project activities during the months of July and August unless special circumstances exist which, with the Public Health Dean’s approval, release the faculty member from non-research responsibilities during this 2-month period.

All other PH faculty with 10-month appointments must allocate a minimum of 5% effort to non-research activities, which include teaching, administration, University service and proposal writing.

FUNDING FOR SUMMER SALARY

There are three special funding issues associated with summer salary—funding for non-research activities, vacation time and the difference between the NIH salary cap and the faculty member’s actual salary (NIH Cap Gap).

Funding for non-research activities. Faculty who receive an administrative supplement for service as a department chair or graduate program director also will receive support for 5% effort devoted to their chair/director responsibilities during the summer months.
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Other tenured and tenure track faculty with 10-month appointments will receive 5% support from the Department account for non-research activities they undertake during the summer but this will be adjusted to apply to the percentage of funded research effort during the month. Three examples are included to clarify.

**EXAMPLE 1 - Faculty plans 1-week vacation in July and he/she wishes to receive 100% salary**

- **Funded Research**: 70% (minus the NIH cap gap allocation from Center, if applicable)
- **Vacation time**: 25% from GIP account
- **Non-research activities**: 3.5% from Department account (equals 5% of 70% funded research)
- **Non-funded research activities**: 1.5% balance from GIP/Startup/Center account

**EXAMPLE 2 – Faculty plans no vacation and he/she wishes to receive 100% salary**

- **Funded Research**: 80% (minus the NIH cap gap allocation from Center, if applicable)
- **Non-research activities**: 4% from Department account (equals 5% of 80% funded research)
- **Non-funded research activities**: 16% balance from GIP/Startup/Center account

**EXAMPLE 3 – Faculty plans no vacation and he/she wishes to receive 80% salary**

- **Funded Research**: 25% (minus the NIH cap gap allocation from Center, if applicable)
- **Non-research activities**: 1.25% from Department account (equals 5% of 25% funded research)
- **Non-funded research activities**: 53.75% balance from GIP/Startup/Center account

**Funding for vacation time.** Tenured and tenure-track faculty have time off during the 4-week break between semesters and the spring break, but otherwise do not accrue vacation time. Faculty may take vacation during the months of July and August, but cannot receive compensation for this vacation time from sponsored projects. Faculty may still be compensated for 100% of their summer salary, but non-research funds must be used for the vacation time. **Faculty may use GIP funds to cover their summer salary during vacation. Public Health and Departmental funds will not be available for this purpose.**

**Coverage of the NIH Cap Gap.** Faculty whose institutional base salary exceeds the NIH cap must cover the difference between the salary cap and actual salary with non-research funds if they wish to receive 100% salary during July and August. During the academic year, departmental funds cover the NIH cap gap for tenured and tenure track faculty, but **during the summer, the PH Research Centers in which these faculty conduct their research, may cover this NIH cap gap. GIP or startup funds may also be used for this purpose.**

**EFFECTIVE DATE** - June 5, 2018