

UAH

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MEMORANDUM

TO: President Dave Williams, Provost Vistasp Karbhari, Ms. Gloria Green, College Deans Glenn Dasher, Phil Farrington, Jack Fix, Fay Raines, and Jim Simpson

FROM: Lew Radonovich/VP and Chief of Staff

RE: Research Incentive Pay for Faculty

I am writing to clarify how the research incentive pay for tenured and tenure-track faculty has been calculated historically at UAHuntsville. I have read several memoranda (from President Frank Franz and some of the Provosts) dating back to 1992 when the practice was initiated. I have also met with Chih Loo to determine how he actually calculates research incentives for faculty. Several modifications were made after 1992, including increasing the maximum research incentive that a faculty member could receive to 14% of the 9-month base salary and making adjustments for the transition from the quarter system to the semester system. Please understand that this practice was in place long before I came to UAHuntsville, and it did not change during my tenure. This memo is intended to describe (as simply as possible) how the research incentive pay is handled and not intended to justify the practice.

Faculty workloads at UAHuntsville are based on a typical 3-credit hour course being approximately a 20% workload on a semester basis. There are some exceptions to this, for example, to allow for unusually large classes and numerous other factors such as teaching two small classes of the same course in a given semester and teaching laboratory/clinical/studio courses where contact hours are much larger than credit hours awarded. But, in general the typical workload for one semester is given below.

Typical Faculty Workload

Course 1 (3-Credit Hours)	20%
Course 2 (3-Credit Hours)	20%
Course 3 (3-Credit Hours)	20%
Research/Scholarly Work	20%
Service	20%
	<hr/>
	100%

If a faculty member is working with Ph.D. students, then supervision of these students and their research counts for approximately one of the 3-credit hour courses.

Faculty supervising Ph.D. students	
Course 1 (3-Credit Hours)	20%
Course 2 (3-Credit Hours)	20%
Supervising PhD Students	20%
Research/Scholarly Work	20%
<u>Service</u>	<u>20%</u>
	100%

Since 1992 faculty who receive extramural funding for their research have been eligible for research incentive pay (from institutional funds) according to the amount of their allocated time for which they buy-out during the 9-month academic year. First I will describe the practice and process that is used to determine research incentive pay, and then will follow with a few examples.

- 1) The buy-out of the first 20% of a faculty member's time is applied to the Research/Scholarly Work component of their workload. That is, the faculty member is buying-out the 20% of his/her salary that was committed to Research/Scholarly Work from institutional sources.
 - a) Faculty who buy-out the first 20% of their time receive research incentive pay of 7% of their 9-month academic year salary from institutional sources. For buy-outs of $\leq 20\%$ the formula used to calculate the incentive pay is

$$(X\%)(0.35) = \text{Incentive Pay}\%$$

where X is the % buyout that is $\leq 20\%$.

- b) Faculty who buy-out the first 20% of their time do not get a reduction in their teaching load because they are buying out only their time committed to Research/Scholarly Work.
- 2) Faculty who buy-out more than 20% of their time receive additional research incentive pay. Those who buy-out an additional 30% (50% total buyout) of their time receive an additional research incentive pay of 7% of their 9-month salary from institutional sources (14% total). For buy-outs of $>20\%$ the formula used to calculate the incentive pay is

$$7\% + (Y\% - 20\%)(0.2333) = \text{Total Incentive Pay}\%$$

where Y is the total % buyout.

- a) The maximum allowed Total Incentive Pay is 14%.

- b) A faculty member who buys out 40% or more of his/her time gets a reduced teaching load of one (3-Credit Hour) course.
- c) Faculty have been discouraged from buying out more than 50% of their time in order to benefit our students by keeping our most successful research faculty in the classroom.

Some hypothetical example calculations of faculty research incentive pay as Chih Loo would calculate them are listed below.

Faculty	Total buyout%	Research Incentive Pay from		Total % Incentive Pay	Course reduction
		first 20% buyout	>20-50% buyout	May not exceed 14%	
A	10%	3.5%	0	3.50%	No
B	20%	7.0%	0	7.00%	No
C	25%	7.0%	1.17%	8.17%	No
D	30%	7.0%	2.33%	9.33%	No
E	40%	7.0%	4.67%	11.67%	Yes
F	50%	7.0%	7.00%	14.00%	Yes
G	60%	7.0%	9.33%	14.00%	Yes