

Policy Concerning Grant-Related/Specially-Funded Instructional Faculty Appointments

FAM 642.5

Article I: Statement of Policy

The purpose of the Grant-Related/Specially-Funded Instructional Faculty (GRSFIF) classification policy is to establish the means by which instructional faculty engaged in substantial grant activity can be granted a GRSFIF classification. GRSFIF appointments allow California State University, San Bernardino (CSUSB) to recognize outstanding research contributions through the use of non-state resources to supplement or augment salary during the period of the GRSFIF appointment.

Article II: Definitions

1. “**Grant-Related/Specially-Funded Instructional Faculty (GRSFIF) member**” means a California State University, San Bernardino instructional faculty member who is awarded a GRSFIF appointment.
2. **GRSFIF appointment** means a non-permanent academic year GRSFIF classification or a 12-month GRSFIF classification. The classification can be used for grant-funded faculty assignments as well as faculty assignments funded by gifts and bequests or by Foundation allocations. The GRSFIF classifications provide for additional salary at a range specified by the Faculty Collective Bargaining Agreement. Differential percentage may range from 5% up to a current maximum of 35% above the faculty member’s academic year or 12 month base salary.
3. **Grant** means a financial contribution to a Recipient to carry out an approved project or activity.

Article III: GRSFIF Application and Award process

1. Eligibility

In order to be considered for a GRSFIF appointment, the faculty member must meet the following criteria:

- A. The faculty member must be tenured or tenure track and primarily responsible for annual grant and contract expenditures (direct + indirect) normally exceeding \$550,000 in volume. The \$550,000 minimum is in expenditures, not awards (in case awards are

underspent and applicable indirect costs not recovered), and is determined by expenditures in the fiscal year prior to the application.

B. Normally, an individual appointed to the GRSFIF classification shall have the responsibility as a Project Director and/or Principal Investigator. The faculty member's grant and contract funds must buy out a minimum of 20% of the faculty member's 1.0 time base appointment during the academic year.

C. The faculty member's grant and contract activity must clearly be related to the faculty member's regular University responsibilities and must make a substantial contribution to CSUSB's mission and vision.

D. The faculty member must be involved in the instructional program through classroom/laboratory teaching and/or mentoring students in training, research, or creative activities.

E. The faculty member appointed to a GRSFIF classification shall demonstrate exceptional professional merit in scholarship and teaching as evidenced by regional or national stature in his or her discipline with a continuous record of recognized leadership and significant achievement in creative or scholarly work.

2. Source of Funding.

A. Non-state funds must be identified to cover the GRSFIF salary differential percentage (including related benefits) to be added to the General Fund portion of the GRSFIF position. The source of non-state funds cannot be a direct charge to the grant.

The Provost will fund the additional salary necessary for the GRSFIF classification appointment. Support of GRSFIF awards are contingent upon annual allocation of funds for this purpose to the Provost's office.

3. Application Process

A. No later than March 15 in the academic year before the requested GRSFIF appointment year, the faculty member applies in writing for the GRSFIF classification appointment by submitting a letter to the Dean, copied to the Department Chair. The application may request a specific differential percentage and must address the GRSFIF classification appointment's eligibility criteria listed in section III.1.A-F. GRSFIF appointments are subject to funding availability.

B. The applicant's Departmental Evaluation Committee (described in FAM 300, 315) will review the application and prepare an evaluation letter. The letter should include the names of the panel chair and other faculty panel members, and be submitted to the Dean and Chair no later than April 1. The evaluation should include whether the GRSFIF applicant is a demonstrably distinguished faculty member who meets criteria 1.C and 1.D. above, and whether the panel recommends approval of the GRSFIF appointment.

C. The application documents are reviewed by the Department Chair who submits a recommendation, no later than April 15, copied to the applicant, which includes a review of the criteria listed above and a recommendation for approval or denial of the GRSFIF appointment.

D. The application and recommendations from the review panel and Department Chair is reviewed by the College Dean. The Dean submits a letter of recommendation, no later than May 1, to the Provost and Vice President for Academic Affairs, copied to the applicant, that confirms the identified sources of funding and, if the College Dean supports the appointment, he or she recommends a specific GRSFIF salary differential.

E. The Provost and Vice President for Academic Affairs, in consultation with the Associate Provost for Research, reviews the application letter and recommendations from the Department and College-level reviewers and approves or denies the GRSFIF appointment and the amount of the GRSFIF salary differential. The Provost's decision to approve or deny a GRSFIF appointment is final. The Provost communicates his or her decision to the applicant by letter, no later than May 15, with copies to the College Dean and Department Chair.

4. Terms of Appointment

A. Appointments to this classification are not permanent and shall be made for only one academic year (for academic year instructional faculty) or one 12-month period (for 12-month instructional faculty).

B. Appointees to these classifications shall receive compensation comprising the base salary of their normal faculty appointment plus a salary augmentation within the range specified for GRSFIF. The letter of appointment from the Provost shall state the amount of the differential salary.

1. Changes in compensation during the course of a GRSFIF appointment shall be limited to any general salary increase, service salary increase, promotion as determined by the campus retention, tenure, and promotion process or any

- other contractual compensation adjustment granted to the faculty member during this time.
2. When the appointment to a GRSFIF position concludes, the faculty member shall revert back to the salary classification of his or her prior faculty position with any intervening salary adjustments.
 3. In addition to responsibilities as a GRSFIF faculty member, the GRSFIF faculty member shall also have normal Departmental, College, and University service responsibilities expected of all other faculty in their regular appointments.
 4. No tenure or salary rights attach to either GRSFIF classification separate from the tenure rights and salary normally accruing from regular full-time faculty appointment. Appointment to this temporary classification does not constitute a promotion nor does its termination without renewal constitute a demotion. The GRSFIF classification appointment does not adjust base salary in determining General Salary Increases, Service Salary Increases, Merit Salary Increases, etc. nor the base salary for retirement purposes.
 5. GRSFIF appointments shall begin on the first day of the Academic Year as follows: September 15 for applicants on Academic Year appointments or September 1 for those on 12-month appointments. The end date for academic year appointments shall be the last day of the following Spring quarter. The end date for 12-month appointments shall be the day prior to the first day of the following Fall quarter.
 6. There is no automatic renewal of a GRSFIF appointment.