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**GUIDANCE ON GENERATED FACULTY SALARY**

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**Overview**

Texas A&M University (TAMU) College of Arts and Sciences recognizes the need for guidance related to the distribution of salary generated in excess of the 9-month academic appointment from extramurally funded grants and contracts. These guidelines define the budgetary policy related to faculty salary and establish uniform procedures for the management, tracking, and usage of the in-excess funding.

**Generated Salary Up to 3 Summer Months**

Faculty are typically appointed on a less than twelve-month appointment however, faculty have an opportunity to generate additional months of salary each academic year. All faculty will accurately budget time and effort on sponsored research over the 12-month academic year. As effort is budgeted on sponsored project accounts during the 9-month academic appointment period, the equivalent university funds will be made available to support faculty as they continue their research and scholarship during the summer months not to exceed 3 months of summer salary.

**Generated Salary Exceeding 3 Summer Months**

In instances in which faculty generate salary in-excess of 3 summer months in an academic year, College of Arts and Sciences departments are required to create departmental guidance and processes for the management, tracking, and usage of salary generated from research funds. Departments will define the percentage retained for support of the faculty member's research program, and the percentage, if any, the department retains for shared, common research usage. Departments must bear in mind that the generated salary in excess of 3 summer months is one of the few sources of funding that may be used toward the department's portion of start-up packages. Once approved, the Dean shall delegate all decisions regarding the usage of these in-excess funds to department heads.

**The template on the following page will be used to report the department's guidelines to the College of Arts and Sciences Office of the Dean.**

**Additional Considerations**

- Faculty will not commit 100% effort, in a single month, to sponsored projects,
- Faculty whose salary has been "compressed" to pay a 12<sup>th</sup> month over fewer than 12 months will not be eligible for an additional 12<sup>th</sup> month of salary.
- Faculty hold non-vacation accruing appointments. Allowable faculty time off includes: Intersession breaks defined by the academic calendar, university holidays, sick leave, and emergency leave.

**Intergovernmental Personnel Act Mobility Program (IPA)**

Faculty members who leave the campus under an Intergovernment Personnel Act (IPA) agreement (for example, to serve as an NSF rotator) will have 20% of their 9-month salary retained and reserved for their use upon return to Texas A&M University. Transitioning details shall be documented and approved through the Dean, Provost, and the Vice President for Faculty Affairs prior to the finalization of any IPA Agreements.

**Other Types of Generated Salary**

In the following instances, the College of Arts and Sciences will retain faculty salary generated from:

- Course buy-outs,
- Development leave, unpaid leave, or reduction of effort,
- Administrative appointments, and
- Departures.



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**DEPARTMENTAL GUIDANCE ON GENERATED FUNDING  
EXCEEDING 3 MONTHS OF SUMMER SALARY**

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**DEPARTMENT OF [X]**

The Department of [X] in the College of Arts & Sciences differentiates generated faculty salary that exceeds three summer months of funding from sponsored projects. All faculty will accurately budget time and effort on sponsored research over the twelve-month academic year.

The department defines the percentage of generated salary in-excess of 3 summer months retained by the faculty member in support of research activities as follows:

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**X% TO BE RETAINED BY THE DEPARTMENT  
X% TO BE MADE AVAILABLE TO THE FACULTY MEMBER/PI**

The duration of availability of funds will not exceed [x]. Funding will be tracked in a departmental support account designated by fiscal year. Any funds remaining past the deadline will be returned to a departmental account for shared, common research usage. The finance team will work closely with faculty to ensure funds are available and accurately budgeted.

**PERMISSIBLE EXPENSES OF FUNDS EXCEEDING 3 MONTHS OF SUMMER SALARY**

- Allowed:** Research expenditures, such as supplies and travel  
Lab renovations and equipment  
Salary support for research personnel and students
- Not allowed:** Additional PI salary

**DEPARTMENT REQUEST AND APPROVAL PROCESS**

Faculty may request, in writing to the Department Head, up to 100% of the in-excess generated salary to support research activities, depending on the percentage defined above.

Submitted by:

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Department Head

\_\_\_\_\_

Date

Approved by:

\_\_\_\_\_

Dean

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Date