

Salary Support for Recruiting and Retaining Tenured and Tenure Eligible Faculty

Office of the Executive Vice President and Provost, December 2008

Recruiting and retaining a talented, innovative, and diverse faculty remains the university's top priority. To bring both flexibility and consistency to our recruitment and retention processes, the Office of the Executive Vice President and Provost has consolidated previously separate processes for central partnerships in retention, partner accommodation, recruitment, and diversification of the faculty.

Colleges will use a single form and a streamlined process to make any request for assistance in the recruiting and retaining of faculty (see "Request" and "Process" sections on p. 3). The "Principles" and "Guidelines" for central salary support follow.

Principles

Strategic recruitment and retention. Central funds should be requested only for recruitments and retentions that support the department, college and university strategic plans; all requests for central funding should meet university goals of recruiting and retaining an excellent and diverse faculty.

Availability of funding. The standard central contribution will be 1/3 of the proposed salary costs and fringe benefits at the current institutional average rate; in special circumstances Deans may make the case for alternate allocations. The central contribution from the Office of the Executive Vice President and Provost remains static for the term of the commitment (ie., the salary and FB are not incremented for successive year salary increases); therefore, the home College/Department of the funded recipient should include the individual's position as a budgeted line in the respective budget development cycle.

One fund. The Office of the Executive Vice President and Provost will manage central funding for recruitment, retention, diversity and partner accommodation from a single fund. This will allow for flexibility in partnering with colleges.

Tracking commitments to recruitment, retention, diversity, partner accommodation. The Office of the Executive Vice President and Provost will track expenditures in each of four categories (recruitment, retention, diversity, partner accommodation) to ensure that the one-fund method does not shift allocations in ways academic administrators do not find optimal. Since many recruitment and retention efforts also fit in the categories of diversity and partner accommodation, any single commitment may help departments and colleges meet multiple goals, as is currently the case. It remains a priority to collect data about the effectiveness of all such commitments in recruiting and retaining an excellent and diverse faculty. The Office of the Executive Vice President and Provost will coordinate this data collection centrally.

Partner accommodations. As the accommodation of partners is consolidated with other retention and recruitment processes, the default will be to fund partners with permanent dollars, as long as the partner remains employed at ISU. This holds even if the faculty member whose hire has driven the accommodation leaves the university and the partner does not. If units do not have permanent funding to commit to an accommodation, a term arrangement is still possible. A "sunset clause" for partners is only available as an option if the original contract specifies term appointments that may be terminated not for cause but for lack of funding.

Start-ups and Research. Central funding for start-ups and research costs will continue to be managed by the Vice President for Research and Economic Development.

Guidelines for Salary Requests

	Recruitment	Retention	Diversity	Partner Accommodation
What cost elements will Provost funds support?	Provost funds salary allocations and fringe benefits. Occasional requests for renovations and other costs may be entertained in highest priority recruitments. Standard contribution from Provost is 1/3 of salary plus benefits at the current institutional average rates. Summer support is not funded.	Provost funds salary allocations and fringe benefits. Occasional requests for renovations and other costs may be entertained in highest priority retentions. Standard contribution from Provost is 1/3 of salary increment plus benefits at the current institutional average rates. Summer support is not funded.	Provost funds available for salaries and fringe benefits. Requests for permanent dollars no more than 1/3 of total salary plus benefits at the current institutional average rates. Summer support is not funded.	Provost funds available for salaries and fringe benefits. Requests for permanent dollars no more than 1/3 of total base salary plus fringe benefits. Units may request non-permanent dollars ¹ , for up to four years, again with the standard 1/3 contributed by the Provost. Summer support is not funded.
Are funds provided permanently or short-term?	Permanent when 1/3 is matched by 2/3 permanent commitment from other partners	Permanent for salary increments and fringe benefits; short-term for other non-salary items	Permanent when 1/3 is matched by 2/3 permanent support from other partners	Permanent when 1/3 is matched by 2/3 permanent support from other partners. Term appointments remain another option. For term support, the salary and FB commitment from the Provost remains static for the length of the term ¹ .
If funds are permanent, do they return when the individual leaves?	Yes, funds revert to Provost at same fraction as original contribution (1/3 of beginning salary and FB becomes 1/3 of ending salary and FB)	Salary and FB increments remain with college	Yes, funds revert to Provost at same fraction as original contribution (1/3 of beginning salary and FB becomes 1/3 of ending salary and FB)	Yes, funds revert to Provost at same fraction as original contribution (1/3 of beginning salary and FB becomes 1/3 of ending salary and FB). Funds also revert to all other funding partners in the same manner.

Footnote: ¹For term commitments, the Provost support is not incremented for salary and FB increases in successive years after the first year. It is anticipated that the home college of the funded recipient will build the incumbent's position line into the respective budget development cycle to receive base salary appropriation dollars needed to provide salary increases.

Request

A form, *Request for Salary Support for Recruiting and Retaining Tenured and Tenure Eligible Faculty* is posted on the provost's website at <http://www.provost.iastate.edu/fad/advancement.html>. The form must be completed in full and sent electronically to the Office of the Executive Vice President and Provost with current CV(s) and, if applicable, a copy of the outside offer. All requests must come through the dean(s).

A college has the option of sending the form to the Office of the Executive Vice President and Provost at any time between the initial request and completion of negotiations, although the provost will always need sufficient information to make a decision. Thus, the nature of the request could influence the timing for submitting the document.

Funds cannot be transferred from the Office of the Executive Vice President and Provost until the final email decision is conveyed and the recipient's appointment is confirmed.

Process

A. Request Submittal, Review and Negotiation

- (1) College dean or VP develops and initiates request.
- (2) ▫ College dean or VP sends request to Office of the Executive Vice President and Provost.
(Initial request can be made via email communication without completed request forms only if supporting documentation is not needed for review and negotiations.)
 - Associate Provost reviews request with Executive Vice President and Provost and Senior Staff.
 - Request is negotiated with college or VP until final decision is reached.

B. Decision and Follow-up

- (3) ▫ Confirming email on Provost's final decision sent to college or VP with copy to budget analyst.
(Copy also to program coordinator)
 - Pending transfer of funds committed to account.

C. Transfer of Funds

- (4) Budget analyst facilitates transfer of funds to college/department/unit upon confirmation of hire.
- (5) College fiscal officer or unit financial manager is sent a copy of the funds transfer by budget analyst.

