

College of Business Guidelines for Funded Research

This document provides guidelines for faculty who pursue large grants that involve summer funding and possible “course buyouts.” The University does not have set policies or “formulas” for addressing grants, summer funding, course buyouts, and any associated effects on faculty workload. Rather, departments and colleges are responsible for navigating such issues and determining what is appropriate. The following guidelines are consistent with policies of other departments/colleges at CSU and designed to establish College of Business norms.

Communication:

- Faculty who plan to pursue a grant that involves summer funding and the possibility of a course buyout should discuss the implications of the grant with their Department Chair. Furthermore, these faculty members may discuss the grant opportunity with the Associate Dean for Research and Faculty.
 - Department Chairs are responsible for establishing faculty workloads; therefore, the implications of grants for faculty workloads must be discussed before the grant is submitted.
- Faculty members must not commit College or Department resources to a grant without prior discussion with the Associate Dean for Research and Faculty and/or the Chair of the Department.

Summer Support Implications:

- Faculty can receive a maximum of three months of pay during the summer.
- When pursuing grants that involve salary payments, faculty often request summer funding rather than course buyouts.
- Grant-work must be charged to the grant in the months during which work on the grant occurred.
 - The College of Business will *consider* utilizing COB resources to fund summer support that corresponds with salary savings recognized from the grant. Thus, a portion of salary savings recognized during a given academic year *may be* allocated for summer support during the subsequent summer. Before submitting the grant, any such requests must be submitted to the Department Chair and Associate Dean for Research and Faculty.
 - By reallocating some of the “salary savings” from grant-work occurring during the academic year to “summer support,” the College may stimulate research engagement during the summer months. Faculty must agree to work on research (for the paid time period) over the summer for any such reallocation to be approved. The maximum reallocation would result in the individual receiving two months of total summer support; this assumes the person is not working on teaching or administrative responsibilities over the summer.

Course Buyout:

- If a faculty member is requesting a buyout of a course(s), then the Department Chair and faculty member should consider the following:
 - The typical workload for research assistant professors is 50% research, 40% research, and 10% service, and 40% teaching, 40% research, 20% service for research active tenured professors.
 - Any buyout of classes will increase workload allocated to research; therefore, faculty should anticipate a higher research load leading to higher expectations of research productivity.
 - A one course buyout requires 1.2 months of grant funding.
 - A one course buyout will change the typical tenured faculty workload portfolio (referenced above) to 30% teaching, 50% research, and 20% service.
 - The College expects that the pursuit of research grants will contribute to the achievement of the College’s research goals and objectives (i.e., scholarly productivity in high impact journals). Faculty pursuing grants should be sensitive to these expectations given the impact on workload portfolios.
 - Buyouts of more than one course requires special consideration given that removing the faculty from another class changes the workload portfolio to 20% teaching, 60% research, and 20% service. Once again, this increased research load indicates that a greater percentage of the faculty member’s work is allocated toward research and therefore escalates research output expectations over time.
 - Buyout of a second course requires 1.2 additional months to buy out the second course.
 - Buyouts will not normally exceed two classes in an academic year.