Policy on Faculty Summer Salary obtained from Sponsored Projects

Haverford College values the contributions that faculty bring to their teaching through their scholarship, and encourages faculty to pursue their scholarship outside of the academic calendar year. The College commits to providing support for the faculty in identifying and applying for extramural research, administering awarded grants, and generally providing appropriate facilities and administrative assistance. Since faculty have nine month appointments, it is understood that faculty may request additional compensation from external agencies for the remainder of the year, with the understanding that support from other sources requires a commitment of time to that activity commensurate with the requested remuneration. The College understands that during the summer months (defined as the months of June, July, and August), the faculty member may be required to relinquish all duties associated with teaching and service, but it also recognizes the need for faculty to renew their commitment to their teaching responsibilities as the academic year approaches. It is reasonable to assume that preparation for teaching must take place at some point during the summer months, with the normative practice being during the last weeks of the month of August. Therefore, given our commitment to our educational priorities, the College sets a limit of 2.5 months of total compensation that may be requested from other agencies.

Faculty should be aware of the likely burden that extramural agencies may place on compensated summer months. As a consequence, the following guidelines and procedures should be followed.

1. Faculty may be ineligible for time off during that period for which they are being compensated. Faculty must submit a letter to the Provost’s Office indicating that they will not take time off during the summer months in which they receive full-time compensation from external granting agencies. Certification after the fact will continue to be monitored through the use of effort reports. It is advised that faculty keep a record of their time commitment to their project in case an external agency should decide to review or audit the College’s financial records.

2. The Provost’s Office will maintain a copy of the above letter, so that it is readily available for audit purposes.

3. Faculty may not participate in formal summer academic or administrative responsibilities for months where they are being fully compensated by extramural funding, else such compensation must be adjusted accordingly.

4. Changes to summer activities relating to compensation must be reported immediately to the Provost’s Office.

5. Faculty should be reminded that the National Science Foundation limits summer salaries to no more than two-ninths of their regular academic-year salary.

6. It is expected that faculty receiving summer salary from a sponsored project will perform such work in their normal place of business. Any deviations from this will require approval from the Provost’s Office, and submission of a plan to document accountability for the hours spent on their project elsewhere.

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