

POLICY ON GRANT RELATED INSTRUCTIONAL FACULTY

This policy is on the appointment, classification and evaluation of faculty employees who are placed in a grant related / specially-funded instructional faculty classification.

I. GENERAL PROVISIONS

1. "Grant related / Specially-Funded instructional faculty employee" ¹ is any individual who is serving in classification code 2387 or 2388.
2. Only an individual, who holds a full-time faculty appointment, either permanent or temporary, in an academic department or equivalent unit, may be appointed to classification code 2387 or 2388.
3. The purpose of these classifications is to permit a temporary classification change for individual faculty members whose extraordinary level of externally funded scholarship imposes extra requirements for leadership and accountability skills and efforts.
4. Employment in classification code 2387 or 2388 may only occur with the approval of the President or designee.
5. Each appointment to either of these classifications is to be made, as appropriate, for one academic year or a twelve (12) month period only, subject to renewal after faculty consultation and within the limits of the grant support.
6. No tenure accrual or salary rights are attached to either class. An individual retains tenure rights, if any, and salary normally accruing from a regular faculty appointment.
7. Appointment to either class does not constitute a promotion; nor does the non-renewal of an appointment to either class constitute a demotion.

II. RESPONSIBILITIES

1. Normally, an individual appointed as a grant related / specially-funded instructional faculty member shall have the responsibility as Project Director and/or Principal Investigator for a grant.
2. In addition to the responsibilities as a grant related / specially-funded instructional faculty member, the individual shall also have normal governance service responsibilities expected of all other faculty in their regular appointment including but not limited to departmental service committees, and retention, tenure and promotion committees.

III. APPOINTMENTS

1. The letter appointing a faculty member to a grant related specially-funded instructional faculty classification shall indicate that the appointment automatically expires at the end of the period stated and does not establish a right to subsequent appointments in this class. No other notice shall be provided.
2. Upon completion of one (1) year in a grant related / specially-funded instructional faculty appointment in the same department, faculty members are eligible to be considered for a Service Salary Increase pursuant to the provisions of Article 31 of the CBA. Such consideration requires the submission of a Faculty Activity Report.

¹ Pursuant to an agreement between the CSU and the CFA, the CSU will not employ systemwide more than one hundred (100) faculty in these classifications at any one point in time.

IV. QUALIFICATIONS

A faculty member appointed to these classifications must be an individual of regional and national professional stature. The purpose of these classifications is to permit a temporary classification change for individual faculty members whose extraordinary level of externally funded scholarship imposes extra requirements for leadership and accountability skills and efforts.

V. REMUNERATION

1. Appointees to these classifications will receive compensation comprising the base salary pertaining to the rank and salary of their normal faculty appointment plus a 5% to 35% differential above such base salary. Minimally, the differential portion, including related employee benefits, of the total compensation paid to each appointee of these positions will be reimbursed from funds furnished to the campus for that purpose by the grant, from individual gifts and bequests, and by foundation allocation. The letter of appointment shall state the amount of the differential.
2. All grant related / specially-funded compensation must have prior approval of the President or designee. Any initial compensation plan or changes during the course of the grant must be approved.
3. Changes in compensation during the course of a grant related / specially-funded instructional appointment shall be limited to any GSI, SSI or FMI granted to the faculty member during this time.
4. When the appointment to a grant related / specially-funded instructional position is concluded, the individual shall revert back to the salary of his/her prior faculty position, if any, as determined by the amount of the differential stated in the letter of appointment.

VI. EVALUATION

1. All grant related / specially-funded instructional faculty members shall provide the department chair and the dean with an annual report of their activities for which they received the appointment. A copy of this report shall be placed in the faculty member's Open Personnel File.
2. Grant related / specially-funded instructional faculty members shall be evaluated according to the policies and procedures which pertain to their regular faculty rank.

VII. OPEN PERSONNEL FILE

1. Each faculty member shall have one (1) Open Personnel File for employment information and information that may be relevant to personnel recommendations or actions regarding the faculty member.
2. The Open Personnel File shall be maintained in the office of the dean.¹

VIII. PRIVILEGES AND BENEFITS

Grant related / specially-funded instructional faculty shall have all the privileges and employment benefits accruing to their regular faculty appointment.

¹ For additional information on personnel files, refer to the university Policy on Faculty Personnel Files.

IX. DISTRIBUTION

Academic Personnel Services shall provide a copy of this policy to all grant related / specially-funded instructional faculty members at the time of their initial appointment.

References: CSU Human Resources, HR 2004-17, February 16, 2004
http://www.calstate.edu/HRAdm/pdf/RO3?Grant_Rel_Specially_Funded_Inst_Fac.pdf

Policy on Faculty Personnel Files (APM)

Recommended by the Academic Senate
Approved by the President

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