

MEMORANDUM

TO: Deans and Chairpersons
Principle Investigators/Project Directors

FROM: Kathryn S. Rockett, Assistant Vice President for Sponsored Research

DATE: October 10, 2004

SUBJECT: Faculty Effort Distribution, Externally Funded Projects

The agreements with the C. W. Post Collegial Federation and the Brooklyn LIUFF are clear on the issue of teaching load – each full-time faculty member must teach 18 credits per academic year and there is to be no reduction of this effort (“release time”). In addition the total workload is to be allocated between teaching, research/scholarship, and service; the same elements that are considered for decisions concerning reappointment, promotion, and tenure.

For sponsored projects the federal Office of Management and Budget’s (OMB) Circular A-21 establishes costs applicable to grants, contracts, and other agreements with educational institutions. Circular A-21 specifies that charges to sponsored agreements may not “exceed the proportionate share of the base salary” for work/effort performed by faculty members on externally funded projects. In order to comply with Circular A-21 and to recognize all the elements of a faculty workload, Long Island University has defined the percentage of effort that is devoted to each of the workload elements and has assured that this distribution does not exceed 100%.

We have calculated that for Long Island University’s full-time faculty (excluding librarians and non-tenure track appointments) teaching effort comprises 65% of a faculty member’s total (100%) workload; research/scholarship is 25%; and service is 10%. Faculty may commit up to 35% of their effort/time to research/scholarship without a reduction in teaching load; without special University review or approval for these levels of effort; and without requesting reimbursement from externally funded grants or contracts. This effort may be committed as University cost-sharing on externally funded projects without requiring the “buy back” of effort.

On rare occasions there may be funded projects that require the dedication of more than 35% effort. In these instances and prior to the submission of the application, the faculty member(s) must obtain approval for the increased effort from the appropriate Chair, Dean, and the Vice President for Academic Affairs. A commitment of more than 35% effort to research/scholarship also requires that the University be reimbursed for the total cost of all salaries, fringe benefits, and indirect costs equivalent to the effort over and above the 35% level. This reimbursement requirement will not be waived.

These percentage allocations are effective immediately and will be used on all new applications for external funding; awards based on previously submitted applications

will be reviewed on a case-by-case basis to assure compliance with individual sponsor regulations, bargaining unit agreements and effort distribution. Recognizing that we have already entered into the 04/05 academic year, teaching load assigned to those faculty involved with sponsored projects will be no different than what was assigned and approved for the 03/04 academic year. Starting in September 2005, unless specifically provided for in the union agreements or having obtained special prior approvals, faculty with externally funded projects must meet the union agreed upon teaching load.

If you should have any questions about faculty workload distributions, please contact my office at 516-299-2523 or the Director of Academic Workload, Mr. Spencer Simon at 516-299-3496.

xc: Edward Donahue
Ralph Knopf
Herbert Sherman
Jeffrey Kane
George Sutton