

ADMINISTRATION  
Policy Number: FA-FacComp-002  
Original Date Approved: 6/18/2013  
Date Updated: 09/06/2016

## I. PURPOSE

Provide guidance to PSOM chairs and staff in decision-making and the administration of salaries for the faculty appointed in the Research Track.

## II. POLICY

### Research Track Faculty Appointments:

In accordance with the Handbook, Research Track faculty appointments are "contingent upon external funding\*" and may be terminated when the funding ceases, indefinite continuity of appointment at any rank should not be assumed." Importantly, while the minimum duration of appointment varies by rank, a faculty appointment in the Research Track may be terminated in any single year upon loss of extramural support\* for the salary.

### Research Track Faculty Salaries:

As members of the Associated Faculty, faculty appointed in the Research Track do not have an Academic Base<sup>1</sup> salary, and thus no portion of their salary is guaranteed. The total salary, however, is subject to the University and School's stated minimums for the rank.

### Annual Review:

The performance and salary support of faculty in the Research Track should be reviewed and evaluated annually by the Department chair or chair designee. As with all faculty members, each Research Track faculty member should receive: (1) an evaluation of their academic performance; (2) an evaluation of their performance towards meeting salary expectations and sources of support in the reporting year; and (3) a plan that outlines productivity expectations including salary support sources for the coming year. The evaluation should be utilized by the Department to determine any recommended changes to the salary. The goals of this process are to increase the transparency of expectations and performance achievement, and to maximize the distribution of Research Track faculty salaries via research grants or other external funds.

Salaries are set at the beginning of each fiscal year and cannot be increased or decreased during the fiscal year without the approval of the Dean. Salaries cannot be increased or decreased due to the attainment or loss of a specific grant. If a faculty member does not attain his/her annual productivity goals as set by the department, a salary decrease may be justified. The total salary can be reduced up to 20% per year until it reaches the minimum for the relevant rank. The salary can be reduced by more than 20% or below the minimum for the rank only in those cases where there is an approved reduction in duties (see "Reduction in Duties", Handbook for Faculty and Academic Administrators,

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ISSUED BY:

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Dean, School of Medicine Date

[http://www.upenn.edu/provost/faculty\\_leaves\\_of\\_absence](http://www.upenn.edu/provost/faculty_leaves_of_absence). Under circumstances where the base salary is reduced, the total salary coverage (absolute dollars) from extramural sources may also need to be reduced if the percent effort remains unchanged.

For all non-US citizens, a Research Track faculty member's annual salary letter should also contain the following PSC guidelines: "appointment is...contingent on appropriate visa or for the duration of the grant or contract which supports his (her) work, whichever is the shorter period of time (full salary, without obligation on the part of the University to continue salary and benefits beyond termination of these research funds)."

### **Actions Linked to a Loss of Research Funding:**

In accordance with the Handbook, "Research Faculty salaries over the period of the appointment are mainly derived from research grants or other external funds.\*" In addition, "an individual on the research track should not be supported for an extended period of time from funds derived from the unrestricted budget." Therefore, pursuant to the Handbook, and as noted in the PSOM Research Faculty policy, faculty on the Research Track may be terminated for loss of research funding. However, at the discretion of the department chair, salary and laboratory support for Research Track faculty may be derived from departmental sources for a limited period of time, but not to exceed 6 months. In either instance the faculty member should be provided written notice that his or her appointment will be terminated in accordance with University policy and the Handbook if full extramural salary support is not obtained. Such notice should be provided within 30 days of a reduction in total extramural support during any fiscal year.

See Policy Addendum, **Guidelines for Loss of Extramural Funding of Research Faculty**, for further guidance.

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\* External support may include funding from grants on which the research track faculty member is listed as the PI, co-PI, or as salaried key personnel. It may also include salary support from core facilities for which the research track faculty member is performing services (this role must be documented with the PI/core director).

### **III. WHO SHOULD KNOW THIS POLICY?**

- Department Chairs and Directors of Centers and Institutes
- Department, Center, and Institute Business Administrators
- Perelman School of Medicine Faculty
- Dean's Staff
- Health System Administrators

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**IV. CONTACTS**

**Dean, Perelman School of Medicine**

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**Vice Dean, Finance and Operations, Perelman School of Medicine**

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**V. Resource Documents:**

University of Pennsylvania Faculty Handbook

Perelman School of Medicine Committee on Appointment and Promotion Guidelines

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