

JOHNS HOPKINS

U N I V E R S I T Y

WHITING SCHOOL

OF

ENGINEERING

WSE Policy on Academic-Year Appointments

The JHU Whiting School of Engineering has changed the conditions of employment for those with faculty appointments. The new policy applies to faculty with appointments as professor, associate professor, assistant professor, or instructor and is effective beginning with the 2007-08 academic year.

In particular, prior to the 2007-08 academic year, every month faculty were paid three forty eights ($75\% \times 1/12$) of their full-time equivalent salary (FTE) by the University and were allowed to supplement this with funds from grants and contracts up to one twelfth of their FTE salary. Beginning in 2007-08, WSE is changing its faculty appointments such that the School will pay 100% of faculty monthly salary for the nine months of two academic semesters. The academic semesters are defined to run from August 16 to December 31 and from January 1 to May 15. It is hoped that this change will clarify how the Whiting School compensates faculty and ensure that we are in compliance with federal regulations.

It is expected that during the academic semesters faculty will devote approximately one half of their time to academic activities including teaching and preparation of classes, advising of students, as well as departmental, school, and university service. It is expected that faculty will devote the other half of their time to research, other scholarly activities, and professional service.

During the three months of the summer (which is defined as the period of May 16 through August 15), faculty may be paid for teaching summer classes or for working on activities associated with grants and contracts that have been awarded to the University. This salary is to be at the same monthly rate as the monthly salary during the academic year. If faculty have grants and contracts which pay part of their salary during the academic semesters, they may defer the time they devote to university-sponsored research and scholarly activities until the summer and hence defer part or all of the salary associated with this activity until that time. It should be noted that faculty are not required nor expected to work during periods when they are not paid by or through the University; however, the Whiting School will allow faculty to use their offices and laboratories during these times unless they have accepted an appointment at another institution which takes advantage of the off-campus overhead rate.

Though the university-sponsored, academic-year salary is for the nine months of the two academic semesters, this normally will be paid in twenty four semi-monthly checks. Similarly, salary faculty may earn from grants and contracts during the summer months will be distributed over a broader period to smooth out fluctuations in salary and taxes. So, for example, one month of summer salary normally will be distributed over eight semi-monthly checks.

Vacation: The Whiting School has no formal policy for faculty regarding vacation or sick leave. While A-21 specifies that faculty can not take vacation while they are being paid from federal funds, faculty effort reporting is over six month periods (7/1-12/31 and 1/1-6/30). Hence, faculty can take vacations at any time provided that they devote the appropriate amount of effort to all grants and contracts during each effort reporting period. Faculty should contact their Department's or Center's Administrator or the Associate Dean for Research if there are questions about this issue.

Consulting and Other Professional Service: The faculty's primary responsibilities are to the University and to the sponsors of their research. However, faculty are permitted to consult and engage in other paid activities during periods they are not being paid by or through the University. In addition, faculty are permitted to consult and engage in other paid and unpaid professional service one day per week while being paid by the University or by grants and contracts through the University, provided that these external activities do not interfere with or detract from the performance of their primary responsibilities. Faculty wishing to exceed this limit for external paid activities are required to reduce their commitment to (and the associated salary from) the University. Faculty wishing to exceed this limit to participate in unpaid external professional service need permission from the Dean. Faculty should contact the Associate Dean for Research if there are questions about this issue.

Banking: This change in faculty appointments does not affect the Whiting School's policy on banking.

Faculty agree to abide by all University and Whiting School policies, including, but not limited to, the Whiting School's policies regarding research and professional misconduct, responsible conduct of research, conflict of commitment, and conflict of interest. A copy of these policies can be found at Website: <http://www.engineering.jhu.edu/adr-policies/>.

Approved: April 1, 2007