



# SCHOOL OF ENVIRONMENTAL AND FOREST SCIENCES

UNIVERSITY of WASHINGTON

College of the Environment

## Salary Recovery Policy

This document describes a SEFS-specific policy for salary recovery, as enabled by the Salary Recovery Policy of the College of the Environment, established in 2012 and published on the College's website.

For tenure-track state-funded faculty, whenever any of their state-supplied academic year salary is replaced by salary and benefits derived from their grants and contracts, this is considered "Recovered Salary". The amount of recovered salary and benefits made available by use of grant and contract funds is limited to the equivalent of 1.0 month of salary spread over a quarter (3 months at 33%) in a maximum of 2 quarters per academic year (or the equivalent of two 100% months per nine-month academic year.)

For the salary and benefits recovered from the state, SEFS will return the salary portion of this recovery of funds to the faculty member and retain the benefits portion of this recovery for the department. This salary recovery will be placed in their own state budget account and must be used to support their own scholarly activities, similar to how you used your startup funds.

It is important to keep in mind that Recovered Salary (partial replacement of state salary) does not change your tenure status or any of the normal obligations and duties of the faculty member. Recovered Salary is different from "Buyout Salary", which is used to cover full replacement salary to relieve a faculty member of all duties associated with state-supplied salary. Additionally, academic salary offsets used for low IDC projects cannot be returned under this policy.

To request Recovered Salary, set up a meeting with the SEFS Director to discuss your plans. After you have an agreement, send an email to the Director formally requesting salary recovery. The following points must be addressed in the request:

- Specific quarters proposed to involve partial salary support from grant and/or contract finding,
- Percent time replaced by grant and contract funding
- Source of funds (specific budget number and time period if more than one budget).
- Course(s) scheduled to be taught during salary recovery period.
- Intended use of recovered funds.

The Director will reply with a memo, including your request, with a copy to the Dean's Office and the SEFS Administrator that states the amount of the recovered salary that will be distributed back to you.