

WELLESLEY COLLEGE

Effort Distribution Policy for Federal Grants and Grant-Funded Course Buy-Out Policy **Effective 01/01/2019** **Updated and Approved 04/01/2021**

Purpose of Policy

The Provost's Office approved this policy to assist the Office of Sponsored Research in complying with the effort reporting requirements associated with federal grants. The Committee on Faculty Appointments was consulted regarding the specific percentages, but this policy relates solely to those reporting requirements and is not used by the Committee on Faculty Appointments or the Advisory Committee on Merit in their assessments of faculty performance.

Scope: Tenured/Tenure-track Faculty Workload (100% of effort)

This policy covers all tenure-track and tenured faculty at Wellesley College.¹ The annual period of the workload assignment is the nine-month period of the faculty member's appointment, and does not include the three summer months. The sum of the efforts in each area (teaching, research and service) should be 100%.

Research/Scholarship and Service (40% of effort) The College's expectation is that 40% of a faculty member's workload during the academic year is devoted to the areas of research/scholarship and service. The proportion assigned to each area may vary from year to year and from individual to individual.

Teaching (60% of effort) The College's expectation is that 60% of a faculty member's workload during the academic year is devoted to responsibilities associated with teaching. The normal teaching load for a full-time faculty member is four courses per academic year.

Course Buy-Outs

Tenure-track or tenured faculty members may use grant funds to "buy out" a course to concentrate their efforts on grant-supported research³. If the grant funding the course buy-out provides fringe and overhead, a single course buy-out may be valued at 15% of salary² (plus associated fringe and indirect costs) and the College will pay the remaining 85% of salary.

All other course buy-outs (for example, self-funded buy-outs, or buy-outs charged to grants that do not provide fringe and overhead) will be charged at 25% of salary for a single course.

All course buy-outs, regardless of the funding source, require the approval of the department chair and the Provost.

¹ These policies do not apply to non-tenure-track faculty, as their primary responsibility is teaching. Any questions about effort distribution or course buy-outs for non-tenure-track faculty should be addressed to the Provost's Office, which will consider them on a case-by-case basis.

² For faculty who are less than full-time, the per course buyout rate will be calculated using the faculty member's full-time equivalent salary.

³ Grant-funded course buy-outs for faculty are limited to no more than 1 course in any 3-year period. (Update added 3-29-2021)