

## Salary Savings Policy

When faculty base salary is paid from extramural projects the College realizes salary savings. This document explains the UF College of Journalism and Communications policy for salary savings.

1. Discussions regarding faculty salary support and salary savings should begin upon receipt of external funds.
2. Plans for use of salary savings must be approved by the faculty member, Division of Research, Dean's Fiscal office, Dean's Office, and the Chair by the beginning of the fiscal year (12-month appointments) or academic year (9-month appointments). Plans should be updated as necessary during the year as new awards are received and/or award plans change. Except in cases of late awards, retroactive salary distributions to generate salary savings will not be permitted.
3. For 12-month faculty any salary savings will be split between the college and the faculty member in equal amounts.
4. For 9-month faculty, the savings from the redistribution of faculty salaries from state to grant funds will be applied toward summer salary up to the point when their 12-month equivalent salary reaches 1.0 FTE. Residual savings, if any, will be split equally between the college and faculty member.
5. Situations in which the amount of estimated residual salary savings returned to the faculty exceed the \$50,000 per year cap will be reviewed on a case-by-case basis by the Associate Dean for Research and the Executive Associate Dean.
6. Only accrued salary savings can be used toward summer salary. Salary savings cannot be paid as lump sum or overload payments.
7. The faculty member will need to spend funds from salary savings within one year of the allocation or by the end of the fiscal year, whichever is later. A one-year extension for salary savings can be requested with a specific spending plan for the ongoing project. Salary savings are not designed to be used for long-term savings. The College will not be held responsible for any decisions that affect these funds, such as budget cuts or usage restrictions, made above the College level.