

PROCEDURES FOR MONITORING FACULTY WORKLOAD ON GRANTS AND CONTRACTS (Compliance with the 125% Additional Employment Limitation)

The Office of Research and Sponsored Projects assists in the preparation of, and reviews and approves, all grant and contract proposal budgets submitted by faculty to external agencies. Additionally, the Office accepts grant and contract awards for the University Corporation. In some instances, faculty request additional compensation for work performed on a grant or contract. Time and rate of pay for the additional employment appears in the proposal budget justification narrative and the summary budget.

Procedures for monitoring total workload for faculty performing work on a grant or contract are as follows:

1. Upon receipt of notification of a grant or contract award which contains additional compensation for project faculty personnel, the Office of Research and Sponsored Projects will complete a *Faculty Grants and Contracts Workload Disclosure* form which indicates the proposed time commitment, expressed in hours or percent of effort, for work to be performed.
2. The *Faculty Grants and Contracts Workload Disclosure* form will be filed with the Office of Faculty Affairs and a copy will be retained in the grant or contract file held in the Office of Research and Sponsored Projects.
3. The Office of Faculty Affairs will maintain a log of all additional employment performed by faculty for extra compensation. In addition, Faculty Affairs will review and monitor (for compliance with the 125% limitation on total employment set forth in the Unit 3 Faculty Collective Bargaining Agreement and CSU system policy) the total employment of all faculty engaged in additional employment through grants or contracts.
4. Faculty and employing units proposing work for additional compensation, which causes the faculty member to exceed the 125% limitation on total employment during the academic or fiscal year, will be notified by telephone and will be required to make necessary workload adjustments to maintain compliance.