

Section 652 of the Administrative Manual:
Grant-Related/Specially-Funded Instructional Faculty Appointments
(Approved May 6, 2008)

652 Grant-Related/Specially-Funded Instructional Faculty Appointments

652.1 Preamble

The purpose of the Grant-Related/Specially-Funded Instructional Faculty (GRIF) classification policy is to establish the means by which instructional faculty engaged in substantial grant activity can be granted a GRIF classification. GRIF appointments allow California State University, Northridge (CSUN) to recognize outstanding research contributions through the use of non-state resources to supplement or augment salary during the period of the GRIF appointment.

652.2 Definition

The Grant-Related/Specially-Funded Instructional Faculty (GRIF) member serves as a California State University Northridge instructional faculty member. GRIF members may be appointed to a non-permanent academic year or a 12-month GRIF classification. The classification can be used for grant-funded faculty assignments as well as faculty assignments funded by gifts and bequests or by Foundation allocations. The GRIF classifications provide for additional salary at a range specified by the Faculty Collective Bargaining Agreement.

652.3 Eligibility

1. In order to be considered for a GRIF appointment, the faculty member must meet the following criteria:
 - a. The faculty member must be primarily responsible for annual grant and contract awards exceeding \$500,000 in 2008 constant dollars (per faculty member in the case of co-Principal Investigators (“co-PIs”)) in volume, administer multiple awards, and supervise multiple staff.
 - b. The faculty member’s grant and contract funds must buy out a minimum of 40% of the faculty member’s 1.0 time base appointment during the academic year. In the case of co-PIs, the grant and contract funds must buy out a minimum of 40% of each faculty member’s 1.0 time base appointment during the academic year.
 - c. Non-state funds must be identified to cover the GRIF salary differential percentage (including related benefits) to be added to the General Fund portion of the GRIF position. The source of non-state funds cannot be a direct charge to the grant.

- d. The faculty member's grant and contract activity must clearly be related to the faculty member's regular University responsibilities and must make a substantial contribution to CSUN's mission and vision.
- e. The faculty member must be involved in the instructional program through classroom/laboratory teaching and/or mentoring students in training, research, or creative activities.
- f. The faculty member appointed to a GRIF classification shall demonstrate exceptional professional merit in scholarship and teaching as evidenced by regional or national stature in his or her discipline with a continuous record of recognized leadership and significant achievement in creative or scholarly work.
- g. Generally, an individual appointed to the GRIF classification shall have the responsibility as a Project Director and/or Principal Investigator.
- h. Faculty members who have been awarded a sabbatical or difference-in-pay leave are not eligible for GRIF appointments for the duration of the sabbatical or difference-in-pay leave.

2. Duration

- a. Appointment to a GRIF classification automatically expires at the end of the period stated and does not establish a right to a subsequent GRIF appointment. Faculty seeking an additional or renewed GRIF appointment must re-apply through the same process as first-time applicants.
- b. Since a GRIF appointment is contingent on the availability of adequate funding from grants, gifts, or other non-state funds, should the funding not be available, the GRIF appointment will terminate.

652.4 Application Process

- 1. No later than March 1 of the year before the GRIF appointment is requested, the faculty member submits a letter to the Dean, copied to the Department Chair, requesting a GRIF appointment. The eligible faculty member must specify in writing the GRIF additional salary differential percentage requested. The Dean is responsible for obtaining written confirmation from the Office of Graduate Studies, Research, and International Programs that the faculty member has sufficient external support to cover all costs. This includes identification of the source(s) of external funds from which the GRIF differential will be paid.

2. The application is reviewed by the Department Chair who submits a recommendation, no later than March 15, copied to the applicant, which includes a review of the criteria listed in Section 652.3.1.d. through g. and a recommendation for approval or denial of the GRIF appointment.
3. The application and recommendation from the Department Chair is reviewed by the College Dean. The Dean submits a letter of recommendation, no later than April 1, to the Provost and Vice President for Academic Affairs, copied to the applicant, that confirms the identified sources of funding and, if the College Dean supports the appointment, he or she specifies the recommended GRIF salary differential.
4. The Provost and Vice President for Academic Affairs reviews the application letter and recommendations from the Department and College-level reviewers and approves or denies the GRIF appointment and if approved, specifies the amount of the GRIF salary differential. The Provost's decision to approve or deny a GRIF appointment is final. The Provost communicates his or her decision to the applicant by letter, no later than April 15, with copies to the College Dean and Department Chair.

652.5 Terms of Appointment

1. Appointments to this classification are not permanent and shall be made only for one academic year (for academic year instructional faculty) or one 12-month period (for 12-month instructional faculty).
2. Appointees to these classifications shall receive compensation comprising the base salary of their normal faculty appointment plus a salary augmentation within the range specified for GRIF by the Faculty Collective Bargaining Agreement above such base salary. The letter of appointment from the Provost shall state the amount of the differential salary.
 - a. Changes in compensation during the course of a GRIF appointment shall be limited to any general salary increase, service salary increase, promotion as determined by the campus retention, tenure, and promotion process or any other contractual compensation adjustment granted to the faculty member during this time.
 - b. When the appointment to a GRIF position is concluded, the faculty member shall revert back to the salary classification of his or her prior faculty position with any intervening salary adjustments.
 - c. In addition to responsibilities as a GRIF faculty member, the GRIF faculty member shall also have normal Departmental, College, and University service responsibilities expected of all other faculty in their regular appointments.

- d. No tenure or salary rights attach to either GRIF classification separate from the tenure rights and salary normally accruing from regular full-time faculty appointment. Appointment to either classification does not constitute a promotion nor does termination of a GRIF appointment without renewal constitute a demotion.
- e. GRIF appointments shall begin on the first day of the Fall semester for both academic year and 12-month appointments. The end date for academic year appointments shall be the last day of the following Spring semester. The end date for 12-month appointments shall be the day prior to the first day of the following Fall semester.
- f. There is no automatic renewal of a GRIF appointment.
- g. The CSU and the California Faculty Association have agreed that the CSU will not employ systemwide more than one hundred (100) faculty members in the GRIF classifications at any one point in time.

652.6 Review of Policy

This policy shall be assessed in five years from its effective date to determine its utility and effectiveness. The policy may be assessed before that time if changes in the Faculty Collective Bargaining Agreement mandate campus changes.