



Title:	POLICY ON INCENTIVES AND REWARDS FOR FACULTY MEMBERS ON EXTERNAL SALARY AWARDS
Approved:	November 15, 2011
Approved By:	Faculty Executive
Audience:	Faculty members with external salary awards, Department Heads and School Directors in the Faculty of Medicine
Purpose:	To balance resources by providing incentives to apply for external salary awards and maintaining ongoing academic activities.
Contact:	Dean’s Office Faculty Affairs

Departments/Schools need to balance the desire to provide incentives and rewards for those faculty members who are successful in obtaining external salary awards with the need to maintain ongoing academic activities by redirecting resources or meeting budget needs using the freed-up budgeted salaries of those who win external awards.

a) Principles:

The overarching principles include recognition of the faculty member, sustainability of funding for the faculty member and protected time for research.

Department Heads and School Directors will adopt the practice of providing incentives to apply for external salary awards by rewarding successful applicants following these specific principles:

1. These guidelines apply only to faculty members with GPO funding and where savings exist.
2. Any agreed upon arrangement must be clearly documented and understood by the faculty member, the Department/School and the Dean, either in the offer letter or in an addendum to the offer letter.
3. Recipients may receive a *research honorarium* or *additional research support* (see Appendix I).
4. These guidelines apply only to external salary awards, including Canada Research Chairs, but exclude endowed chairs and professorships.

b) Specific Guidelines:

I. External Salary Awards in addition to full-time GPOF salary in an F-slot:

1. If the external salary award is awarded to a faculty member whose total current full-time salary flows from a budgeted F-slot, this results in shadow or contingency funding that can be used at the discretion of the Department Head/School Director.



2. The Department/School will support teaching and administrative needs in exchange for increased research time for the faculty member, in addition to salary increases and benefits as required.
3. Contingency funds from external salary awards can also be used as follows:
 - a) The faculty member may receive a *research honorarium*.
 - b) The faculty member may also receive *research support*.
 - c) The faculty member may also receive an offset in clinical earnings.

II. External salary awards for grant tenure track faculty members where there is partial GPOF funding in an F-slot:

If the full-time faculty salary is composed of an F-slot with partial funding and non-F-slot funding for the balance, the general principle would be to provide pro-rated funding to the faculty member from the contingency funds created by the external salary award, as set out in section I.3. above.

APPENDIX I

Definition of Terms

1. *Research Honorarium*: This is defined as “a fixed or regular payment” which is paid directly to the faculty member and is in addition to the faculty member’s salary. The recommended amount is normally the lesser of 10% of the annual salary award or \$15,000, to be paid, without benefits, for the duration of the external salary award. If the faculty member receives more than one salary award, the honorarium amount will not exceed \$15,000 total. Amounts in excess of these guidelines will only be considered in exceptional circumstances and require approval from the Dean and the Provost per UBC Policy 87.

2. *Research Support*: This is defined as funds made available to enhance the research activity of the faculty member in addition to or instead of a *research honorarium*. Such funds may be used for eligible research expenses, including salary for research technicians and trainees, equipment, or supplies. The recommended total amount (including any honorarium) should not normally exceed 50% of the external salary award or a maximum of \$50,000. Amounts in excess of these guidelines will only be considered in exceptional circumstances and require approval from the Dean.