

# Alternative Appointments - College of Agricultural, Human and Natural Resource Sciences -- June 2006

*Note: this is not a policy statement, but a fact sheet to explain alternative appointments available to faculty in the College of Agricultural, Human and Natural Resource Sciences*

## **Nine-Month Appointment, 100% Conversion**

### Objectives

The objective of this program is to provide high-performing faculty with the option of converting their existing 11-month appointment to 9-month appointment for the purpose of increasing their total annual remuneration. Sub-objectives are to:

- increase the retention of high-quality faculty,
- increase the total amount of extramural funds received by CAHNRS and Extension, and
- enhance the culture of grantsmanship within CAHNRS and Extension.

### Eligibility

Conversions will be individually negotiated and require the following criteria be met:

- Top one-third of annual evaluation ratings within unit.
- Demonstration of an ability to procure extramural funds by having sufficient grants over the two previous years (or forthcoming two years) to pay two months of own salary.
- Concurrence by dean and department chair.
- Faculty member cannot be on a federal retirement plan, nor on an administrative appointment.

### Expectations

- Faculty member is expected to maintain teaching, research, extension, and service responsibilities consistent with his/her current 11-month appointment.
- Faculty member is expected to generate extramural funds to cover graduate student assistantships or other departmental uses at or above the level utilized for own salary and benefits. These grants must be extramural, competitively awarded in response to a call for proposals, and run through the WSU Office of Grant and Research Development.
- Faculty member will be evaluated under the same expectations as an 11-month faculty member.
- No annual leave is accrued and any existing balance of leave must be used within one year or academic appointment. There is no personal holiday.
- Conversion back to an annual faculty appointment is not permitted.

### Action

- Conversions can be requested at two points during the year – beginning of fiscal year and mid-point of fiscal year.
- Requests should be made at least 60 days prior to proposed date of appointment change.
- Letter must be sent to the dean from department chair, with accompanying request letter from faculty member.
- Contract will be generated by AG's Office.

## **Nine-Month Appointment, 9/11 Conversion**

### Eligibility

Conversions will be individually negotiated and require the following criteria be met:

- Concurrence by dean and department chair.
- Faculty member cannot be on a federal retirement plan, nor on an administrative appointment.

### Expectations

- Faculty member expectations are consistent with a nine-month academic appointment.

- No annual leave is accrued and any existing balance of leave must be used within one year or academic appointment. There is no personal holiday.
- Conversion back to an annual faculty appointment is not permitted.

#### Action

- Conversions can be requested at the beginning of fiscal year, and requests should be made at least 60 days prior to proposed date of appointment change.
- Letter must be sent to dean from department chair, with accompanying request letter from faculty member.
- Contract will be generated by AG's Office.

### **Reduced Appointment**

#### Eligibility

- Reduced appointments involve the reduction of the faculty member's full time equivalent to less than 100 percent for some finite time period
- Reduced appointments are individually negotiated and require concurrence of the dean and department chair.
- Reduced appointments are not irreversible.

#### Action

- Conversions can be requested at two points during the year – beginning of fiscal year and mid-point of fiscal year.
- Requests should be made at least 30 days prior to proposed date of appointment change.
- Letter must be sent to Dean from department chair, with accompanying request letter from faculty member.
- Letter of expectation will be sent to the faculty member and copied to chair.

### **Phased Retirement**

#### Eligibility

- Phased retirements involve the negotiated reduction of the faculty member's full time equivalent to less than 100 percent for some finite time period immediately preceding full retirement.
- Faculty on phased retirement can choose to draw or not draw from their retirement benefits.
- Requires the concurrence of the chair, dean, and provost.
- Faculty member must meet WSU retirement criteria.

#### Action

- Conversions can be requested at two points during the year – beginning of fiscal year and mid-point of fiscal year.
- Requests should be made at least 60 days prior to proposed date of appointment change.
- Letter must be sent to dean from department chair, with accompanying request letter from faculty member
- A Phased Retirement Agreement will be generated by the Attorney General's Office and signed by the faculty member, chair, dean, and provost.
- Faculty member should consult with WSU Benefits Office to assure full understanding of implications on all benefits.