

Appendix B to December 9, 2002 AFC Meeting Minutes

Oklahoma State University

DIVISION OF AGRICULTURAL SCIENCES AND NATURAL RESOURCES

Office of the Dean and Director
College of Agricultural Sciences and
Natural Resources
Oklahoma Cooperative Extension
Service
Oklahoma Agricultural Experiment
Station
International Programs
139 Agricultural Hall
Stillwater, Oklahoma 74078-0500
405-744-5398
FAX 405-744-5339

November 4, 1994

MEMORANDUM

TO: Agricultural Administrative Council

FROM: C. B. Browning *CB Browning*

SUBJECT: Guidelines for 12th-Month of Salary for 11-Month Faculty

In May 1991, we distributed a policy on this subject that was proposed for one year. Now that we have gained some experience, we feel it is appropriate to continue the policy with minor modifications.

Please discard the May 1991 policy and use the attached October 1994 policy as you consider future requests and recommendations to the Associates and me. If you have questions or comments, please let me know.

jh

Attachment

*This policy applies to faculty on
11, 10, and 9 month appointments
(tenure and non-tenure-track).*

**Division of Agricultural Sciences and Natural Resources
Guidelines for Twelfth Month of Salary
for Eleven Month Faculty**

Faculty electing or hired into 11-month appointments in the Division of Agricultural Sciences and Natural Resources have the option of generating salary from extramural funds during the twelfth, or "off", month (June). The amount of the extramural funding obligated to a faculty member's salary for the twelfth month shall not exceed 9.1 percent of the gross salary, as set for that fiscal year, plus associated fringe benefit costs. The amount dedicated to the faculty member's salary, and the period of time covered, must be clearly stipulated in the contract or grant as a budget item.

The standard for use in approving the additional month's salary will be extramural funds generated as a result of grant competition based on peer review. Other sources of funding may be considered on a case-by-case basis. Also, full indirect costs, as allowed by the funding agency, must be requested. An agreement for the use of funds for the twelfth month's salary must exist among the faculty member, the department head, appropriate associate(s), and the dean. The recommendation for this action, with a memorandum of justification, will be sent by the department head to the dean. This recommendation will be finalized prior to submission of the grant proposal. It must include a statement that the department head and the faculty member have discussed the consequences of this twelfth month employment on annual leave. It is understood that anyone on an eleven month appointment that takes the full "twelfth month pay" will have no annual leave during that twelve month period. Normally, such an agreement will be indicated on the project routing.