
Tenure-track Faculty Institutional Support Supplement Policy

GENERAL SUMMARY

Under existing policy, the Harvard Chan School provides “institutional support” for all primary faculty in exchange for their institutional responsibilities, including activities such as student advising, committee participation, and grant-writing.

Under this policy, the School will provide supplemental support, per the terms below, to tenure-track faculty to assist them as they develop their careers and build their research portfolios.

- ➔ ***Institutional Support Supplement:* For eligible faculty members, this policy allows for up to an additional 20% of actual FTE salary support (including fringe) to be provided by Dean’s funds, over and above the 10% base institutional support. Thus, Dean’s funds can provide total institutional support of up to 30% of actual FTE salary plus fringe.**

POLICY TERMS

1. *Eligibility:* This policy applies to tenure-track primary faculty on the Harvard Chan School payroll.
2. *Eligibility Period:* This policy covers the period after the tenure-track faculty member’s start-up period ends through the remainder of his/her time as a tenure-track faculty member (typically, beginning in the faculty member’s fourth year on the Harvard Chan School faculty until he/she either achieves tenure or leaves the School).
3. Per existing policies, faculty salary and fringe is supported by a combination of the following:
 - a. *Base institutional support* –
 - For institutional responsibilities such as student advising, committee participation, grant-writing, and other activity
 - Mandatory for primary faculty for compliance purposes
 - Provided at the rate of 10% of actual FTE salary for primary faculty who conduct research and 5% for those who do not conduct research.
 - b. *Teaching payments* –
 - In exchange for teaching
 - Provided at the rate of 8.5% of annual salary per 2.5 credits.
 - c. *Sponsored/external funding*
 - d. *Other available sources of funding* –

- Includes professorships, programmatic donor funds, department operating endowment, other Dean's commitments, etc.
4. *Funding Source Priority:* Supplemental support from the Dean's unrestricted source under this policy will be made available unless it is provided by other dedicated resources including:
 - i. Professorships
 - ii. Other explicit Dean's commitments
 - iii. Programmatic donor funds, where terms allow
 5. *Salary savings incentive:* To the extent that a tenure-track faculty member has *sponsored* funding to support his/her salary and fringe, 50% of any unused institutional support above the base 10%¹ (including fringe) will be credited to an assessment-free discretionary account within the Dean's funds under the faculty member's root.
 - a. All sponsored funding that relieves the need to access the institutional support supplement is eligible for salary savings, regardless of whether the tenure-track faculty member raised new sponsored funding or was put on another faculty member's grant.
 - b. The amount accruing to the faculty member's discretionary account from salary savings at June 30 will be calculated annually following the end of the School's fiscal year.
 - c. The discretionary funds resulting from salary savings are not assessed a fee when the faculty member spends them, and may be spent so long as the faculty member remains a primary faculty member at the School and subject to the annual approval of the Dean.
 - d. If there are unused discretionary funds remaining when the faculty member is no longer a primary faculty member at the School, the unused balance reverts to the Dean.

EFFECTIVE DATE: This policy is effective July 1, 2019.

¹ The first 10% of institutional support is mandatory for compliance purposes and is therefore not eligible for salary savings.