

HARVARD T.H. CHAN SCHOOL OF PUBLIC HEALTH
TENURE-TRACK JUNIOR FACULTY INSTITUTIONAL SUPPORT SUPPLEMENT POLICY
July 1, 2017

GENERAL SUMMARY

Under existing policy, Harvard Chan 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 junior ladder faculty to assist them as they develop their careers and build their research portfolios.

POLICY TERMS

1. *Eligibility*: This policy applies to tenure-track primary junior faculty on the Chan School payroll.
2. *Eligibility Period*: This policy covers the period after the junior faculty member’s start-up period ends through the remainder of his/her time as a tenure-track junior faculty member (typically, beginning in the faculty member’s fourth year on the 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.

➡ ***Institutional Support Supplement***: To the extent that an eligible faculty member does not cover his/her academic salary and fringe from the sources listed above, this policy allows for up to an additional 10% 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 20% of actual FTE salary plus fringe.

4. *Funding Source Priority:* To receive supplemental support from the Dean under this policy, other funding sources for salary support, if applicable, must first be exhausted, in the following order of priority:
 - i. Professorship
 - ii. Other Dean's commitments
 - iii. Programmatic donor funds, where terms allow
 - iv. Institutional support supplement salary savings

Carryforward start-up funds – those generated from salary savings earned during the start-up period, as well as discretionary start-up funds from the original recruitment package – are excluded from the above list, as they are intended to support research/programmatic purposes and should not generally be used for salary support.

5. *Salary savings incentive:* To the extent that a junior 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 a 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 junior 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, 2017.

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