

**Department of Medicine
Research Faculty Policy
October 2003**

As members of a clinical department, without clinical activity on which to rely for financial support, the Research Faculty within the Department of Medicine are those faculty members holding a terminal degree such as Ph.D., M.D., D.V.M., etc, whose professional time is primarily devoted to research activity. Their unique role within the Department limits the opportunities available to these faculty members for raising their own salaries through their professional activities.

1. Academic Appointments

Primary academic appointments for research faculty employed by the Department of Medicine may be made within the Department of Medicine. Secondary, joint and dual appointments may exist with other Departments and Colleges within the Medical University of South Carolina and at other institutions in accordance with the Faculty Handbook.

2. Salary Components Defined

- A. Base Salary (also known as tenured salary or guaranteed salary). This is the salary amount guaranteed within the faculty contract time period. A faculty member may have base salary from one or more sources including MUSC, UMA, and VAMC.
- B. Non-base Salary (also known as non-tenured salary):
 - 1. Incremental Non-base Salary: typically paid through MUSC or UMA, this is salary given in recognition of special achievement (i.e. grant awards, productivity) or for the assumption of specific additional duties (i.e. program director, course administrator). This salary amount is guaranteed for the time period referenced on the faculty member's contract, but may be changed for the next contract period. This salary may be charged to any type of funds including grant funds.
 - 2. Incentive Salary: typically paid through UMA, this is salary given in recognition of productivity. Typically the amount of incentive varies on a monthly or quarterly basis. This salary amount is not guaranteed and may not be charged to grant funds.

3. New Hires – Guaranteed Salary

When a research faculty member is initially hired in the Department of Medicine, the offer letter and/or contract should specify a base salary of no more than 60% of total compensation, with 40% of total compensation designated as incremental (non-base) salary. The initial salary should be guaranteed for 3 years, with language stating that after 3 years the researcher must have obtained funding for 50% of his/her salary or have a high likelihood of doing so within the next contract year. After 5 years of employment in the Department of Medicine, a research faculty member should be at least 75% funded. Funding may derive from activity as the Principal Investigator on a grant, as a co-Investigator on other Principal Investigator's grant(s), as payment for teaching services, administrative services, etc.

4. New Hires - Tenure

New research faculty within the Department of Medicine should not be hired with tenure as a condition of their initial hiring package. A minimum of one full year of service at the Medical University of South Carolina shall be required before submission for tenure. An exception may be made in rare instances for a new faculty member provided the Department of Medicine Appointments, Promotions and Tenure Committee approves the application for tenure, the candidate meets all other institutional requirements according to the MUSC Faculty Handbook, and the candidate's tenure is approved by the appropriate committees of the College of Medicine.

5. Bridge Funding

Bridge Funding refers to those funds necessary for salary support during a gap between funding from grants and other sources. The individual Divisions of the Department of Medicine are responsible for securing and providing bridge funding to previously funded researchers in the respective Division.

6. Performance Incentive for Research Faculty

In order to encourage research faculty to seek out additional funding for their research programs, the Department of Medicine has initiated performance incentives. Research faculty at the rank of Assistant Professor or higher shall qualify for such incentive funding. The incentive will be paid quarterly based upon the previous quarter's research funding with UMA funds(dependent upon the availability of funds within the investigator's Division).

Once the faculty member covers 50% of his/her salary with qualified funding, incentives shall be paid as follows:

Paid only on salary dollars that exceed the 50% funding level:

50 to 75% of Salary Covered

15% for PI, 10% for Co-Investigator

76% to 100% of Salary Covered

25% for PI, 15% for Co-Investigator

7. Loss of Funding – Salary

In the event that an investigator loses funding, the respective Division within the Department of Medicine shall provide funds to support a previously funded investigator at 100% of salary (excluding incentives) for one full contract period (a minimum of 12 months). At the end of one full contract period, if the investigator's funding has fallen below the 75% funding level, then the investigator's overall salary shall be reduced by 15% per year until the base salary is all that remains. The amount of any salary reduction shall not exceed the dollar amount of the funding lost, and the new total salary should not drop below the amount of funding available or the base salary, whichever is higher. Salary changes (Base and incremental/non-base) shall take place only at the time of the renewal of the faculty contract. When new funding is received in subsequent years and the funding percentage returns to at least 75%, the incremental salary shall be restored at 15% per year up to the previous salary level.

8. Loss of funding – Performance

After two NIH cycles, during which an investigator's funding has decreased to less than 50%

of the investigator's total salary, an advisory committee shall be appointed by the Chairman of the Department of Medicine to mentor the research faculty. This committee will consist of 3 – 5 Department of Medicine senior faculty members, no more than one of who will come from the subject member's Division. This committee will be charged with reviewing the subject faculty member's current funding status, efforts towards obtaining renewed and/or new funding, and plans for future grant submissions and/or teaching efforts. A plan shall be developed for obtaining funding either through grant submission or through other opportunities such as teaching, administrative functions, etc. A report will be submitted to the Chairman of the Department of Medicine within thirty calendar days.

9. Salary Increases

All salary increases for research faculty members will be non-base salary (incremental) and will be based upon performance and productivity. Exceptions to this will be increases given for achieving promotion and / or tenure status.