



Policy on research related teaching waivers and research rewards

1. General provisions in case of external funding

1. External funding – especially competitively awarded – is essential for high-quality research and education at CEU. It increases the visibility, prominence, reputation and attractiveness of the University and improves its budget performance. This policy addresses some aspects of allocating external academic funding, including compensation of faculty and staff in case of externally funded academic activities.
2. External funding normally includes two categories:
 - a) Funding for activities specifically designated in the grant or contract (specific funding);
 - b) Overhead, i.e. discretionary funding (e.g. 'flat fees') for general institutional purposes.
3. Specific funding should only be used for the purposes designated in the grant/contract with the external funding agency.
4. The Institutional Endorsement Request form (P0902-01) should clearly indicate whether the requested external funding is intended to offset already planned spending of CEU's own funds, including compensating permanent CEU staff for performing their normal working duties, providing funding for student scholarships, visiting faculty etc. These funds are called "offset funding" in this policy.
5. In case external funding covers activities of CEU employees, their job descriptions are modified to include responsibilities related to externally funded activities. In case the new responsibilities are beyond normal working duties¹, other aspects of job descriptions may be adjusted, for example in the form of teaching waivers, which are specifically addressed in the next section. Planned modifications of job descriptions should be indicated clearly on the Institutional Endorsement Request form prior to the application, and approved by the head of the relevant unit. If the application is successful, the modification has to be approved by the Provost (for academic staff) and the COO (for administrative staff).

¹ In particular, a working duty of CEU faculty is to spend normally 30, and up to 50% of their time on research, which may include work on externally funded projects.

2. Teaching waivers for externally funded research

6. If the responsibilities in an externally funded project are beyond normal working duties, CEU faculty may receive teaching waivers (dispensations from regular teaching obligations). The possibility of teaching waivers should be negotiated prior to the application for external funding with the head of the unit, approved by the Provost and indicated in the Institutional Endorsement Request. Teaching waivers and release of other obligations should be proportionate to the amount of time which the staff member is expected to spend on externally funded activities and take into account such factors as the possibility of “buy-out” e.g. attracting replacement visiting faculty, etc., but not more than 50% of the contracted credits.
7. An application for teaching waiver should make it clear how the missing teaching credits are going to be compensated, for example according to the following possibilities:
 - the budget of the external funding includes funds for replacement teaching
 - part of the ‘offset funding’ (see Section 1, point 4.) is proposed to cover replacement teaching
 - there is no need for teaching replacement

3. Two credit teaching waiver

8. A Head of Department may nominate one faculty member per year for a two credit teaching waiver. Such waivers are intended to directly stimulate research output. It may be awarded to a faculty member who has an important idea for research that can be helped to be realised by the provision of a two credit waiver. Or it may be used to help a junior candidate to meet the publications criteria for reappointment.
9. Faculty receiving such waivers based on their external funding under section 2 may not be nominated for this particular form of waiver.
10. There is no financial provision for this, meaning that any such waiver will have to be assessed against the potential impact on the Department curriculum. Departments may wish to use their own funding sources (from tuition fees for example) to redress any loss to the curriculum.
11. Faculty receiving a two-credit teaching waiver under the provisions of this policy are encouraged to take up a Faculty Fellowship at the Institute of Advanced Study.
12. Recommendations for teaching waiver are to be submitted to the Provost by the start of the Winter term of the year preceding the waiver year. Recommendations by the Head of Department should clearly state why the nominee is being put forward for a teaching waiver and give an account of the impact on the curriculum of such a waiver and how this is to be reconciled. The nominee will outline what extra research will be made possible by a waiver and what the expected outcome will be (e.g. a journal publication, finishing a manuscript, application to a research fund). The Provost may refuse any recommendation based on the reasons given or based on the Provost's own judgement on the impact that such a waiver would have on the Department's curriculum.
13. At the end of the academic year, an awardee must report on what research achievement has been made possible by the waiver (e.g. what publication, book or research fund application).

4. Research reward for generating external funds

14. Individual Academic Activity Reports should include, and periodic review of faculty members should consider externally funded activities under the leadership, or with the involvement of the faculty member. For faculty members significantly contributing to generating external funding, the person conducting the review (normally the head of academic unit) is encouraged

to recommend to the COO a reward. The reward is in the form of designating a Research Fund (RF) which can be used for purchasing equipment, books, media, academic travel, paying research assistants and other valid academic purposes.

5. Annual research reward for outstanding research

15. Departments and schools will have the opportunity to nominate one faculty member for a research reward to recognize outstanding research that has had a significant international impact.
16. Research centers may also nominate their permanent researchers who do not have regular teaching assignments or who teach as adjunct faculty at different departments.
17. An Individual Research Fund (IRF) will be established for the awardee. This may be used for purchasing equipment, books, media, academic travel, paying research assistants and other valid academic purposes.
18. A departmental nomination committee consisting of the Head of Department and one senior and one junior member of the faculty (wherever possible) should assess all potential candidates who put themselves forward or are put forward by the Head of Department. Members of the committee are not eligible for nomination. In order to ensure that the pool of possible nominees remain as high as possible, a Department may agree that the Head of Department alone nominates a candidate without the aid of a departmental committee.
19. The committee (or the Head) will make a nomination to the Provost and outline why the research should be recognised as outstanding and of international note. (Supporting reasons can include but are not limited to prestigious international awards, award-winning journal articles or monographs, a documented wide discussion of the work of the nominee, an invitation to deliver a prestigious keynote or lecture series, and so on).
20. Nominations are due at the end of the Winter term every year.
21. A budget of 5,000 euros per year has been made available and will be shared between the awardees. It is expected that two awards will be made each year, but this may vary according to the quality of applications received.
22. The Provost and Associate Provost will decide on the recipients of the award from among the nominees and may choose to consult with other faculty.

Signed by *CEU President and Rector John Shattuck*.

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