

FACULTY RESEARCH INCENTIVE PAY PROGRAM AGREEMENT - Form must be completed for each semester requested

Department: _____ Project Maestro #: _____ Faculty Member Name: _____

COMPLETE THIS SECTION **BEFORE SALARY BUYOUT PERIOD**

PROJECTED SALARY SAVINGS AND INCENTIVE PAYMENT

Projected Pay Period Start Date of Buyout **Start Date:** _____ Fall/Spring drop-down box **Fiscal Year:** year drop-down box

Projected Semester Workload Distribution (must total 100%) ___% = Instruction ___% = Research ___% = Service ___% Total (Must Equal 100%)

Percent of Semester Workload to be Bought Out ___% = Instruction ___% = Research ___% = Service ___% = Semester Workload to be Bought Out
(Percent of total workload; cannot exceed assigned workload distribution percentages)

Costing Allocation: _____ (Salary Savings Account Number)

| | | |
|--|----|-------|
| Faculty Base Salary | \$ | _____ |
| Percent of Semester Workload to Be Bought Out (Example: .25) | % | _____ |
| Projected Amount of Salary Savings | \$ | _____ |
| LESS - Faculty replacement costs (adjunct or instructor costs) | \$ | _____ |
| LESS - Other costs identified by department chair or dean | \$ | _____ |
| Net PROJECTED Salary Savings | \$ | _____ |

Authorizing Signatures:

Prepared By: _____

Faculty Member: _____

Dept Head /Supervisor: _____

College Budget Coordinator: _____

Dean: _____

Provost's Budget Manager: _____

OSP (VPR): _____

Return form to: osp@tamuc.edu

| | | |
|--|----|-------|
| Projected VPAA Share of Salary Savings | \$ | _____ |
| Projected Incentive Payment to Faculty Member | \$ | _____ |
| <i>(Up to 50% of net salary savings, not to exceed 25% of institutional base salary)</i> | | |

Form must be attached in Workday. A one-time payment will be made following the end of the semester.
 Faculty's departmental administrative assistant will input into Workday. Department head/supervisor will approve in Workday.
Do NOT track in Time & Effort.