

POLICY TITLE: <b>Vacated Faculty Positions</b>	<b>MICHIGAN STATE UNIVERSITY</b>	College of Human Medicine
Category & Number: ACC-FIN 4	Last Revised Date: July 1, 2015	
Effective Date: July 1, 2015	Revision Number: 1.0	
Responsible Party: CHM CFO	Page 1 of 1	
Persons Affected: CHM Departments, Department Chairs and Administrators		

### 1.0 Policy/Purpose:

Consistent with University policy and practice, general fund allocations to departments for position funding will be returned to the Dean upon faculty termination or retirement. This is intended to prompt a discussion between the dean, chair and HOPS for the reallocation of general fund toward strategically directed initiatives.

Upon faculty termination or retirement, a calculated amount of general fund will be swept back to open funding and made available to units and departments upon submission of a request for general fund faculty salary support. This request will be submitted through the Heads of Programs (HOPS) committee, with subsequent recommendation to the Dean.

### 2.0 Definitions:

“Faculty” is defined as tenure, tenure-track, fixed term or HP faculty.

### 3.0 Procedures:

Upon ***notification*** of a faculty termination or retirement the Business Office will calculate the value of the general fund pull back by one of the two following methods:

Tenure/Tenure-Track/Fixed Term – An average of the last three years of faculty salary paid from general fund. In the event the three year average shows a high degree of variability, the amount recovered will default to 90% of the highest year’s funding

HP Faculty – An average of the last three years faculty salary as calculated by 1-cFTE  
\* total salary.

Requests for replacement or new faculty positions must be made by submitting the “Heads of Programs Funding Discussion” document to the HOPS committee for review and recommendation to the Dean.

### 4.0 Revision History

Revision #	Effective Date	Reviser	Description
1.0	July 1, 2015	Karen Crosby	Original

## Heads of Programs Funding Discussion

Purpose: The purpose of this form is to provide information to facilitate discussion and decision making related to funding proposals.

**Date:**

**Request Category:**

Position                       Program                       Other Initiative

**Dean's Commitment List Category:**

Administrative Department     Clinical     Education     Research     Administrative Dean

**Description:**

**Funding Source:**

**Place in Strategic Plan:**

**Benefits/Areas of Support:**

**Risks/Areas of Concern:**

**Additional Information:**

### BUDGET INFORMATION

**Summary:**

**Justification:**

**Detail Related to Personnel Costs (if applicable)**

**Detail related to Other Costs (Supplies, Services, Travel) (if applicable)**

## Heads of Programs Approval

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- Approved
- Rejected
- Deferred
- Further Discussion Needed

**Comments:**

**Next Steps:**