

Briefing Document

For communications to Dean's Office

(For use as a cover sheet or to communicate regarding simple issues, this form may be abbreviated. Other sections may be added as needed.)

Date Submitted to Dean: 8 / 26 / 2017

Submitted by:

Associate Dean for Research and Faculty Development (Leve)

Nature of this BD: Information -OR- Decision Item?

Decision Item

Purpose:

To develop a standard set of guidelines for COE research and outreach unit director stipends that align with OVPRI director stipend practices.

Issue Summary:

The OVPRI has a standard and transparent practice of communicating and issuing annual director stipends. The COE does not have such a practice and is at risk for perceived or real inequities, and/or unit-specific decisions that may not be financially sound relative to the unit's overall health and longevity.

Reviewed by (or Input Received from):

Dean's Management Team, ROC

Previous Action by COE:

In fall 2016, one unit director requested a stipend payment. It was determined at that time that a standard COE practice would be useful for implementation beginning in FY18.

Analysis/Discussion:

The OVPRI applies a director stipend system that includes a base rate and a rate contingent on the unit's activities and productivity. The OVPRI policy includes stipend payments directly from OVPRI. With an eye toward equity across the university, it would make sense to modify the OVPRI practice for use within the COE.

Options:

Option 1: Continue current practice; some units may elect to pay a director stipend, others may not, and the amount may vary by unit but with the understanding that the COE Dean's Office will not pay the stipends, rather the unit will use their internal funds. However, all stipend payments allocated to units will require review and approval from the Dean's Office with oversight by the Associate Dean for Research and Faculty Development.

Option 2: Adopt a version of the OVPRI policy, which includes a \$4500 stipend base, and a \$1600 (medium), \$2500 (high), or \$4500 (highly intensive) additional stipend. Consistent with the OVPRI procedures, the classification of medium, high, or highly intensive will be made annually by the Dean while considering the following factors: overall financial activity including but not limited to sponsored award, endowment, royalty accounts, or general fund dollars that flow through the unit; operating budgets (ICC, endowment, auxiliary or general fund dollars or some combination thereof); number of administrative and NTTF employees; total number of annual external awards managed by the unit; and total number of discrete programs run by the unit (seminars, faculty grants, graduate training programs, etc.). Under no conditions will a stipend amount exceed 1% of the annual base revenue for the center. An

example of a potential classification of research and outreach units in the COE employing the OVPRI classification scheme follows:

Highly Intensive	High	Medium
CTL	SSET	CPAN
BRT	CHD	Oregon CIS
ECS	CEQP	IntoCareers
EC CARES		Early Intervention
		IVDB
		OESL
		CEPR

Limitations, Concerns, Issues:

- 1) Consistent with the OVPRI procedures, all individuals who are appointed as a director to a research center or COE outreach unit that has active grants or contracts may receive an administrative stipend to reflect intellectual, scholarly, and fiduciary leadership of their unit. Units can distribute the total amount of the stipend as they wish across director, co-director, and/or associate director, based on responsibilities.
- 2) Payment of all stipend costs are the responsibility of the unit, not the COE Dean’s Office;
- 3) The amount and allocation will need to be approved in accordance with the unit’s internal governance policy.
- 4) The unit must be self-sustaining and may not request or use funds from the COE general fund budget, which can be used to supplant existing resources in order pay for a director’s stipend;
- 5) Units may choose to decline to pay a stipend, or they may pay a partial stipend, up to but not exceeding the unit’s total director stipend amount determined by the Dean.

Recommendation:

Option 2, with units distributing the total amount of the stipend determined by the Dean as they wish across director, co-director, and/or associate director, based on responsibilities, following approval in accordance with the unit’s internal governance policy. Decisions will be annually reviewed/renewed to pay this stipend across director, co-director, and/or associate director.

Timing Issues and/or Next Steps:

In the OVPRI model, the administrative stipend is typically set at the time of appointment (commonly in three-year period increments) and is not expected to be reduced during a specified appointment period. Should a unit make significant strides to increase its procurement activities in areas outlined above, the stipend could be increased in the year following the initial stipend payment date, if it appears that a) the activity is sustainable or b) the higher volume requires exceptional but temporary additional attention or fiduciary oversight by the director.

The OVPRI stipend practice follows the nine-month academic calendar. In the COE, it would seem useful to offer units the option to either spread their amount over 9 academic months, or over the full 12-month calendar year.

Items for Future Research:

Attachments:

OVPRI FY2017 memo

Decision by the Dean (including decision date):

Dean Kamphaus approved Option 2, listed in the recommendation above, on August 27, 2017.

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