



This document outlines established College policy and procedure concerning the recapture of faculty salary funds released and replacement cost coverage under different circumstances.

- **Faculty vacancies:** The funds from any vacated faculty position (through retirement, resignation, death) revert to the College. Any needed course coverage will normally be met through teaching replacement (PT/OT), occasionally a Visiting Assistant Professor VAP or lecturer, with the type of replacement and central supplemental funding level approved in advance following review of requests submitted to the Senior Associate Dean for Academic Affairs.
- **Sabbatical, Medical, Personal or FMLA leave:** Any funds dedicated to the individual's faculty salary revert to the College and course coverage that cannot be handled collegially is funded by the College.
- **Professional leave (AKA Fellowship):** The topping off policy replaces the prior policy with respect to salary release due to fellowship. The salary release after topping off, if any, will be retained 100% by the office of the Dean.
- **Buy-outs:** Faculty salary funds released by course buy-outs on grants remains in the Department. With these funds, the Department is expected to cover any necessary replacement course(s) and use the remaining funds for highest departmental needs. In accordance with institutional policy, departments with significant projected research release funding will be asked to submit an expenditure plan for those funds (in general terms) early in the academic year.