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The President
of the
University
of Puerto Rico

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CHANCELLORS**

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IMPLEMENTATION OF THE POLICY FOR THE PROMOTION AND DEVELOPMENT OF RESEARCH AT THE UNIVERSITY OF PUERTO RICO FOR PROFESSORATE WITH ADMINISTRATIVE DUTIES DOING SPONSORED RESEARCH DURING THE SUMMER PERIOD



In order to comply with Federal Policy and Law as stated in Circular A-21 from the Office of Management and Budget (OMB-A21), the University of Puerto Rico's (UPR) Board of Trustees approved Certifications 14 (2011-2012) and Certification 15 (2011-2012) in accordance with its statutes and regulations. Certification 14 establishes the UPR's definition of Institutional Base Salary (IBS) and Total Professional Effort (TPE) for sponsored projects and other institutional activities. For full time employees 100% TPE equates to the totality of university compensated effort. Furthermore, Certification 15 states that the TPE corresponds to the effort required to fulfilling the employee's obligations for which the employee is paid by the UPR system using their IBS. This includes duties such as research, teaching and administrative work, among others. When a professorate accepts an administrative position the TPE is not limited to the academic year, but is defined by the calendar year. The percent effort dedicated to administration may vary during the fall, spring and summer periods. For consistency, as required by OMB A-21 and Certifications 14 and 15, the methodology used to compute percent effort during the summer period is identical to the methodology used during the academic year and must account for all activities as described in the employee's TPE. Thus compensations totaling the IBS are proportionate to the effort devoted in the TPE, which can include research, teaching and administrative work, among others; and, must equate to 100% effort for any period of evaluation.

For administrative personnel, Certifications 14 and 15; as well as, the General Rules and Regulations of the UPR allow these personnel to dedicate time to research together with their administrative responsibilities during summer, as part of the effort dedicated by faculty members to their regular academic duties. In this spirit, The University of Puerto Rico recognizes that the level of effort for administrative duties of faculty members such as Deans, Associate Deans, Department Directors, Associate Directors and similar administrative positions is reduced significantly during the summer period in the case of nine (9) or ten (10) months campuses. Therefore, the effort requirements for such appointments should be adjusted to allow for research efforts. The administrative faculty should adjust the effort commitment on administrative duties during the summer months in accordance with their immediate supervisor to allow the fulfillment of his/her administrative obligations. However, the effort dedicated to administrative duties in no case should be less than the proportion of the remuneration that corresponds for the administrative appointment.

The calculation of the effort devoted to administrative responsibilities should be done as explained in the following example: Professor Y is the Chairperson of the Chemistry Department at a UPR campus with nine (9) months appointment. His IBS is \$96,000, of which \$24,000 corresponds to administrative duties and \$72,000 corresponds to his academic appointment. Therefore the share of effort available for research or other academic duties during the summer period should not exceed 80% as demonstrated in Table 1.

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