

Columbia University in the City of New York | New York, N.Y. 10027**OFFICE OF THE VICE PRESIDENT
FOR ARTS AND SCIENCES**

Low Memorial Library

January [REDACTED]

MEMORANDUM

TO: Tenured Faculty in the Arts and Sciences

FROM: Joseph Werst, Manager of Academic Appointments

SUBJECT: Tenured Faculty Research Program

Enclosed is the application form for the 200[REDACTED] Tenured Faculty Research Program allocation. Please indicate your choice on the form. The Program options are:

- 1) To credit the TFRP allocation toward a one-semester paid leave; or
- 2) To receive the allocation, equivalent to one-ninth of your 200[REDACTED] academic year salary.

Four leave credits are required for a semester of leave with full salary. A maximum of 8 leave credits are allowed to be carried at any one time. Your departmental administrator has information regarding your accumulated leave credits. Please remember that if you have already taken the TFRP leave, you may still need to allocate leave credits to cover the leave.

Department chairs hold primary responsibility for ensuring adequate staffing levels; the scheduling of TFRP leaves, as of all others, is subject to their approval. Your chair and departmental administrator have received information regarding your sabbatical forecast from the Provost. University guidelines require four semesters of teaching between leaves of any sort.

If you choose to receive the allocation as a salary disbursement, please specify on the form when and for how long you want the payments to be made. The earliest possible disbursement would be in July 200[REDACTED], the one-ninth may be paid entirely in one month or spread over up to 12 consecutive months to June 200[REDACTED]. Faculty who choose to receive the allocation and retire in December 200[REDACTED] will receive one-ninth of their actual 200[REDACTED] salary. Faculty who hold joint appointments with other divisions of the University may receive one-ninth of the Arts and Sciences portion of their salary.

Forms should be returned to the Office of the Vice President for Arts and Sciences, 105 Low Library, by February 26, 200[REDACTED]. If we do not receive your form by that date, we will repeat your last year's selection.

If you have any questions at all about the program, I would be happy to meet with you or answer by telephone (X46110) or e-mail (jw19).

JW/bof

(The Application Form is on the other side of this page.)

TENURED FACULTY RESEARCH PROGRAM, 2008-09 APPLICATION

Submission Deadline: March 26, 2008

Return to: Office of the Vice President for Arts and Sciences
105 Low Library

Choose Either I or II:

I. ALLOCATION TO BE CREDITED TOWARDS A FUTURE RESEARCH LEAVE

I wish to credit my TFRP allocation for the 2008-09 academic year towards a Research Leave.

I understand that this choice is based on the following conditions:

- I must credit the entire amount of the 2008-09 TFRP allocation (one-ninth of my Academic Year salary).
- I must accumulate 4 (annual) TFRP allocations in order to take a Research Leave.
- Crediting this allocation does not affect current sabbatical policy.
- My eligibility for the FRAP program in 2008-09 is not affected by this option.

I understand that I cannot change this request after it has been submitted.

DATE

PRINT NAME

SIGNATURE

DEPARTMENT

=====

II. ALLOCATION TO BE RECEIVED IN 2008-09

I wish to receive my TFRP allocation during the 2008-09 academic year. I understand that this allocation, equal to one-ninth of my 2008-09 academic year salary, may be used in one of the following ways:

- taken as additional compensation subject to withholding taxes,
- deposited in a departmental account for personnel services, or
- a combination of the two.

Please disburse my allocation as follows:

1) Issue consecutive payments to me for a period of _____ months, beginning with the month of _____. I understand that this amount will be subject to withholding taxes.

2) Deposit \$_____ or _____% in a "Faculty Personnel Service Account" in my department and issue the balance of the allocation to me in consecutive payments for a period of _____ months, beginning with the month of _____. I understand that these payments will be subject to withholding taxes.

I understand that current Personnel Policy regulations will apply. Also, I understand that salaries paid to individuals will be subject to the present University fringe benefit rates.

I understand that I cannot change this request after it has been submitted and that I am not eligible for the \$2,000 Research Allowance in 2008-09.

DATE

PRINT NAME

SIGNATURE

DEPARTMENT