

## **Grant-Related / Specially-Funded Instructional Faculty (GRSFIF) Procedure**

The California State University Grant-Related/Specially Funded Instructional Faculty (GRSFIF) classifications (2387 and 2388) allow for instructional faculty members who meet campus-specified criteria to be appointed to academic year (for academic year instructional faculty) or calendar year (for twelve-month instructional faculty) temporary appointments at a rate that is specified by the Collective Bargaining Agreement, which is currently 5-35% above their base salary for their regular rank and step.

### **I. ELIGIBILITY CRITERIA**

In order to be considered for a GRSFIF appointment, the following criteria must be met:

1. The faculty member must demonstrate exceptional merit in scholarship and teaching as evidenced by regional or national recognition in their discipline.
2. The faculty member must demonstrate sustained and exceptional levels of funding in the two years preceding the GRSFIF application. The expectation is for the applicant to be responsible for grants and contracts with total annual expenditures exceeding \$500,000, including both direct and indirect costs in the two fiscal years preceding application. OGSR will verify eligibility based on fiscal year expenditures for the two years preceding application.
3. The faculty member's external funding activity must be clearly related to the faculty member's University responsibilities.
4. The faculty member must be involved in the campus instructional program through classroom and/or laboratory teaching.
5. Funding for the salary difference, also referred to as the differential portion, and associated fringe benefits<sup>1</sup> cannot be from state sources. Additionally, the differential (and associated benefits) cannot be charged in whole to sponsored projects (see how a new institutional base salary impacts sponsored projects in section II item 7 below). The funds may come from campus program indirect cost recovery allocations held by the faculty member, from Centers/Institutes, or from funds associated with gifts through University Advancement (if permitted by such funds).

### **II. CONSIDERATIONS**

There are a few considerations for interested applicants.

1. Faculty members who are approved for the GRSFIF classification will receive compensation comprising the base salary for their normal faculty appointment, plus the approved percentage increase (currently 5% - 35%). The approved percentage increase (also referred to as the differential) and its associated employee benefits, will be reimbursed to the University from

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<sup>1</sup> The Budget Office shares with OGSR the percentage for fringe benefits, which has been ~31.4% of the additional salary.

external funds such as indirect cost recovery allocations or gifts. An analysis will be done with OGSR to evaluate available funding before application.

2. CalPERS regulations limit the amount of annual base salary that can be used in calculating retirement benefits. That limit is the maximum salary rate for the range published on the salary schedule.
3. Faculty members are not eligible for GRSFIF appointments while on sabbatical, difference - in-pay leave, or other paid leave described in Article 23 in the Collective Bargaining Agreement.
4. GRSFIF faculty shall have all the privileges and employment benefits accruing to their regular faculty appointment.
5. The GRSFIF differential typically requires substantial indirect cost recovery reserves. Evidence of sufficient funding is required at the time of application.
6. It is not allowable to allocate the change in salary and benefits in whole to a sponsored project/s.
7. When an individual's base salary increases as it would for those appointed to GRSFIF, the new base salary becomes the base used for sponsored projects effort, whether that be additional employment or reimbursed time. Consideration should be given to whether there are sufficient funds in sponsored projects budgets for the increase in salary/benefits.
8. GRISFIF appointees will be eligible to receive Collective Bargaining Agreement-based salary increases.

### **III. APPLICATION PROCESS**

1. To apply for the GRISFIF appointment, the faculty member submits a letter to the Dean of their College addressing each of the eligibility criteria specified in Section I. The faculty member's application letter must also specify the requested salary differential percentage (5% - 35%).
2. The College Dean reviews the faculty member's application letter and provides a recommendation to the Dean of Graduate Studies and Research.
3. Pending College approval to share the application, the Dean of Graduate Studies and Research will share the application with the Grants and Contracts Development Advisory Committee. The committee shall draft a letter summarizing their recommendation and submit the letter to the Dean of Graduate Studies and Research. The letter should address each of the five eligibility criteria listed.
4. The Grants and Contracts Development Advisory Committee's letter will be circulated to the Dean of the applicant's home College and to the Chair of the applicant's home unit. The applicant's Department Chair and the Dean have the option of providing a written response to the Dean of Graduate Studies and Research.
5. The Dean of Graduate Studies and Research makes a recommendation to the Provost regarding the appointment.
7. With the Provost's approval, the Dean of Graduate Studies and Research will recommend the faculty member to the Chancellor's Office for reclassification.
8. Upon notification of a decision from the Chancellor's Office, the Dean of Graduate Studies and Research will notify the faculty member, Provost, College Dean, Department Chair, Grants and Contracts Development Advisory Committee, and Faculty Affairs.

9. If awarded, the GRSFIF appointment begins at the start of the next academic year for AY GRISFIF and fiscal year for twelve-month GRISFIF. The Dean of Graduate Studies and Research will work with the Office of Faculty Affairs regarding the temporary reclassification.
10. Subsequent appointments beyond the first year will require a letter of application (Steps 1 and 2 above), recommendation by the appropriate College Dean (Step 3), recommendation by the Dean of Graduate Studies and Research (Step 6), Provost approval (Step 7), and approval from the Chancellor's Office (Steps 8 and 9).

#### **IV. LIMITATION**

CSU policy limits the number of GRSFIF appointments in the system to 100 in any given year. Thus, even if the faculty member receives campus approval, the appointment is contingent on the availability of the positions as confirmed by the Chancellor's Office.

#### **V. REFERENCES**

- [HR 2004-07](#)
- [HR 2005-37](#) (supersedes prior)
- [HR/Salary 2020-08](#) (supersedes prior)