**Transition from a 12-month to a 9-month faculty appointment**

**Conversion:**

* Deadline: Obtain appropriate approvals and submit to IFAS HRDI by May 15, 2021
* Effective: August 16, 2021

**Salary:**

* Faculty will retain their current 12-month salary paid over 19.5 pay periods rather than 26.1
* Faculty are not eligible for a merit raise for a three-year period
* Counter offers or other increases would be considered on a case-by-case basis
* If the state legislature grants an across-the-board increase (not merit), the faculty member would receive the legislated across-the-board increase
* Eligible for UF’s 12-month payment option for 9-month faculty. The program will hold, in the form of an after-tax deduction, a portion of a nine-month faculty member’s after-tax income and distribute it to them in six equal installments during the summer months

**Summer Salary**:

* The biweekly amount of any summer appointment may not exceed the biweekly amount of the 9-month appointment
* Summer appointment may be adjusted, but may not exceed 1.0 FTE

**Dates:**

* The 9-month appointment is based on UF’s Academic Year
* For 21-22, the dates are 08/16/21 to 05/15/22

**Promotion process:** Faculty promoted during the three-year salary merit increase freeze will receive the standard promotion increase

**Tenure:** The effective date will be 8/16 rather than 7/1

**Insurance:** Double deductions are made during the spring semester for the summer insurance premiums

**Retirement Contributions:** The current retirement contribution of 3% is based on salary. If there is no salary during the summer term, no deduction will be taken

**Disclosure of outside activity:** All faculty members who engage in outside activities, including during the summer term, must obtain prior approval from IFAS administration by submitting a Disclosure of Outside Activities and Financial Interests through UFOLIO. This disclosure is required whether there is a paid summer appointment or not.

**Professional Development Leave:** Faculty would request one semester (Fall or Spring) at full pay or two semesters (Fall, then Spring) at half pay

**Leave:**

* Upon conversion, faculty will be cashed out up to 200 hours of unused vacation hours
* Currently, 9-Month faculty accrue X hours sick leave bi-weekly
* When UF converts to a Paid Time Off (PTO) system 9-Month faculty will accrue 4 hours PTO bi-weekly

**Administrative Appointments**

Conversion to 9-month for faculty with an administrative appointment is subject to approval by IFAS Administration. Administration is a 12-month responsibility and administrative work will have to be done during summer. Interested faculty should first discuss conversion with their unit leader and provide a plan for how administrative responsibilities will be covered in the summer. If supported by the unit leader, the request and justification along with administrative plan must be submitted to the Vice President’s Office. Administration is a 12-month responsibility. Administrative work will have to be done during summer.

**Teaching Appointments**

In general, the assigned FTE to teaching in a 12-month position would need to be accomplished in the 9-month time frame of their 1.0 FTE faculty appointment. There can be compensation for additional teaching in summer by 9-month faculty, but this would not be for teaching that is part of their 1.0 FTE assignment.

**Research Appointments**

During the summer 9-month faculty:

* have full access to their laboratory and offices during the summer months.
* have the same responsibilities for effort certification of their research staff and other similar administrative duties during the summer.
* have the same responsibilities with respect to IACUC and IRB regulations.
* have the same provisions, e.g., medical help abroad for summer international travel for research and conferences

**Extension Appointments**

Faculty with a 50% or more Extension appointment need support from the IFAS administration in addition to unit leader(s). A plan of how extension duties will be handled in the summer months must be provided.

**Summer Travel**

The IFAS International Support Team (IIST) is available to all faculty, regardless of their appointment or location, for all things international (travel, funded or self-funded research, Extension, import/export, visitors, etc.). For more information please visit: <https://research.ifas.ufl.edu/our-office/iist/>

UFHR will not grant an Employment Abroad AWLA unless there is a UF need and benefit to them being there for an extended time in the summer.