

## **University of Maryland, Baltimore 8/8<sup>th</sup> VA Appointments**

### **Overview**

UMB has a small population of faculty appointments who receive 8/8ths compensation through a separate VA paycheck. Most individuals with VA appointments have VA appointments at less than 8/8ths. 8/8<sup>th</sup>s appointments have specific compensation and effort issues that are addressed below.

### **Reasons for 8/8ths appointments**

Generally, faculty members with 8/8ths appointments fall into one of the following categories:

- 1) They are recipients of VA Career Scientist Awards
- 2) They are recipients of VA Career Development Awards
- 3) They are funded from VA Center Grants (GRECC, MIRECC, etc.)
- 4) They are 100% clinicians for VA patients

UMB should limit 8/8ths appointments to individuals falling into one of the first three categories. UMB will not extend new faculty appointments to individuals who have only clinical 8/8ths appointments with the VA.

### **University Responsibilities**

An 8/8<sup>th</sup> VA appointment compensates for 40 hours/week. Therefore, it is possible for these 8/8ths faculty members to also receive compensation from UMB for work above and beyond their VA appointment work. If a faculty member is not receiving compensation from UMB, it is inferred that the individual has minimal responsibilities to UMB. Their activities should be limited to activities related to their VA appointments. Individuals who are serving on University committees, preparing proposals for submission through UMB (except when their VA funding is supporting proposal development), or have other UMB duties must receive some salary from UMB nonsponsored sources. VA Career Scientist Awards, VA Career Development Awards, and VA Center Grants generally support proposal development efforts, including those proposals submitted through their affiliates.

Individuals who have committed effort on UMB grants must receive an equivalent salary from UMB which is either cost shared or charged to the grant. **EXCEPTION:** VA Career Scientist Awards and VA Center Grants will often fund the salary of the individual's effort on their UMB grants if the grant is related to the Center's mission or the research area of the Career Scientist Award. In this case the individual will not draw additional salary from UMB for this effort. This effort remains above and beyond what is compensated by UMB's Institutional Base Salary and will not be certified on an effort form.

An 8/8ths faculty member's UMB commitments (sponsored or nonsponsored) should not exceed 20 hours per week. UMB faculty should track their UMB time to be sure they are meeting their

UMB commitments. Any commitments to UMB exceeding 20 hours per week require special time keeping documenting a 60+ hour workweek and approval from the Dean or his designee.

### **UMB Institutional Base Salary**

If it is expected that a faculty member with an 8/8ths appointment will have University commitments, sponsored or nonsponsored, (and therefore earn UMB compensation) the individual should have an Institutional Base Salary established which is documented in the individual's appointment letter and subsequent annual salary letters. This Institutional Base Salary will be paid to the individual regardless of the availability of external funding. This Institutional Base Salary will be used in proposals to request salary support. The percentage of salary and effort will be based on their UMB activities, exclusive of their VA duties.

Individuals with VA Career Development Awards are not allowed to receive other federal grant funding during their Career Development Awards. However, during the final year of their Career Development Award, the individual will be proposing for funding after the Career Development Award ends. When the Career Development Award ends, the recipient will have a VA appointment of something less than 8/8ths and will begin to have a UMB Institutional Base Salary. Salary support should be requested based on an estimate of this future Institutional Base Salary. Significant changes from this estimate and actual Institutional Base Salary should be disclosed to the sponsor.

It may be the case that VA responsibilities will be reduced as a result of receiving an award and 8ths will be reduced. This should be clearly disclosed in the proposal and an estimate of the future Institutional Base Salary should be used to request salary support. Significant changes from this estimate and actual Institutional Base Salary should be disclosed to the sponsor.

### **Documenting and Disclosing 8/8ths Appointments**

All individuals with VA appointments should have a Memorandum of Understanding (MOU) in the approved UMB format. All individuals should receive an appointment letter and subsequent annual salary letter. These should disclose the individual's Total Approved Salary (VA appointment salary + UMB Institutional Base Salary) and the individual's UMB Institutional Base Salary. When the level of 8ths changes for an individual, a new MOU and a new appointment letter should be prepared.

In proposals, in addition to the normal disclosures required for all individuals with VA appointments, UMB should make sure we disclose the 8/8ths level of VA appointment. In situations where 8ths will change as a result of the funding (including funding subsequent to VA Career Development Awards), this should be clearly disclosed as well.