

Compensation Plan for the Department of Biochemistry and Molecular Biophysics

The success of the Department of Biochemistry and Molecular Biophysics depends on the excellence of our faculty in the areas of research, teaching, institutional service, departmental citizenship and peer recognition. In November, 1996 the Executive Faculty established a school-wide compensation policy that created an incentive-based system aimed at rewarding excellence in teaching, research and clinical care. Each department was then charged with developing their own policy. In 1998 the preclinical departments chose to develop a common compensation plan. This plan was recently updated in January 2007 and took effect July 1, 2007. This document describes the Compensation Plan for faculty in the Department of Biochemistry and Molecular Biophysics.

Investigator Track Faculty Policy

The following Compensation Policy applies to all investigator track faculty within the Department of Biochemistry and Molecular Biophysics.

1. The Department Head will evaluate performance on an annual basis and determine remuneration based on performance.
2. Performance evaluations will be based on the following criteria:
 - a. Research productivity as assessed by the quality and quantity of research publications, submission of competitive grant applications, and obtaining adequate research funding. In fiscal year 2012, it is expected that 65% of a faculty member's total salary and fringe benefits be recovered from external sources.
 - b. Educational activities including course administration, course lectures, effective mentoring of graduate students and postdoctoral fellows based on outcomes, leadership and/or participation in graduate program activities and other organized learning activities.
 - c. Peer recognition as evidenced by invited presentations at national/international conferences, editorial responsibilities and committee work with professional societies and/or government agencies
 - d. Department citizenship and institutional service
3. Information for evaluations will be obtained annually from investigator track faculty. This information will include an updated CV, completed personal information form and any other information the faculty member and or department head deems important.
4. Annual faculty salary will be comprised of two components, a base salary amount as determined by the Washington University Executive Faculty Compensation Plan Policy and a performance supplement.
 - a. The annual base salary for an associate professor is \$55,000 and for a professor, the annual base salary is \$70,000.
 - b. The performance supplement will be determined using the criteria outlined above. Supplemental salary will be reviewed annually and may be increased or decreased based on performance. However, at no time will a decrease of more than 20% total

salary per year be applied. Salary increases will typically fall within the range suggested each year by the central fiscal unit of the School of Medicine.

- c. Faculty who fail to meet performance standards in a manner consistent with normal expectations for faculty at Washington University School of Medicine and in accordance with policies of the Department of Biochemistry and Molecular Biophysics will be given a one year grace period during which time salary levels will remain constant. Following the grace period, if the faculty member does not achieve normal standards of performance as judged by the Department Head then a reduction in salary will occur. Further annual reductions in compensation will continue until either performance standards are met or the base salary is reached for the faculty member's rank.
- d. Extenuating circumstances such as personal illness, exceptional family obligations, military service, or other circumstances beyond the faculty member's control that could negatively impact job performance will be considered when setting compensation.
- e. Faculty members are entitled to appeal compensation decisions by following the procedure described in the Executive Faculty Faculty Compensation Plan Policy (revised Oct. 3, 2006).

Research Track Faculty Policy

The following Compensation Policy applies to all research track faculty members within the Department of Biochemistry and Molecular Biophysics.

1. Research track faculty in the Department of Biochemistry and Molecular Biophysics are assigned to a tenured faculty member within the department who has primary responsibility for mentoring and financial support of the research track faculty member. Research track faculty may choose additional mentors and/or work with collaborators other than their primary mentor in accordance with their funding sources.
2. All research track faculty members are appointed on a one year rolling contract basis, starting on July 1 each year, as described in the Washington University School of Medicine Appointments and Promotions Guidelines and Requirements (APGAR).
3. In exceptional circumstances, the department may assume temporary financial responsibility for a research track faculty member until external funding is obtained or the faculty member's appointment is terminated upon completion of the contract period. A termination notice will be given before March 15 (or as outlined in their contract letter) and the faculty member's contract will remain in effect through June 30 of the following year, as described in the APGAR document.
4. Information for performance evaluations will be obtained by the Department Head in consultation with the primary mentor to obtain a performance summary and salary recommendation for the research track faculty member. The Department Head will then determine annual remuneration based on performance.
5. Performance evaluations for research track faculty will be based on the following criteria:
 - a. Research productivity as assessed by experimental results, the quality and quantity of research publications, contributions to or preparation of competitive grant applications, and the management of research projects and laboratory personnel.

- b. Educational activities are not required or expected of research track faculty, in accordance with policies described in the APGAR document. However, teaching and mentoring of laboratory personnel and organizing educational activities that advance research and research training are recognized as valuable contributions. These educational activities carried out during the course of research will positively impact performance evaluations.
 - c. Peer recognition as evidenced by invited presentations at local/national/international conferences, contributions to invited reviews, and other research-associated scholarly activities.
 - d. Department citizenship and institutional service is appreciated and positively impacts performance evaluations.
6. Research track faculty who wish to appeal a salary decision should first consult with their primary mentor. If their concerns are not resolved, research faculty may petition the Department Head in writing, describing the basis for their complaint and any new information that is relevant to the case. The Department Head will then meet with the research track faculty member and their mentor in an effort to resolve the appeal.