

**AgBioResearch**  
**Michigan State University**

**Faculty and Staff Position Funding and Fringe Benefit Policy**  
**Effective March 2022**

AgBioResearch funds faculty and staff positions that align with our research mission. We work cooperatively with departments in the College of Agricultural and Natural Resources and in five other colleges across the MSU campus.

Tenure-system faculty, fixed-term faculty and staff positions are funded on AgBioResearch salary accounts in units. Fringe benefit costs for those salaries are redirected to a fringe benefit account and covered centrally by the Director's Office. The following policies apply to positions funded through AgBioResearch:

- Unit administrators wishing to make permanent changes to an AgBioResearch tenure-system faculty appointment need to contact the appropriate Associate Dean and the AgBioResearch Director to initiate a discussion.
- Tenure system faculty salary will be returned to AgBioResearch when the position becomes vacant for any reason (e.g., retirement, resignation, denial of tenure, etc).
- For tenure system faculty on sabbatical, study leave or approved leave of absence (without pay) for durations of one year or less, salary savings will remain in the unit, with the explicit understanding that these funds must be invested in research that aligns with the mission of AgBioResearch.
- Tenure- system faculty absence of more than one year must be negotiated, in advance, with the appropriate Associate Dean or AgBioResearch Director's Office.
- Salary savings remain in the unit if tenure-system faculty are paid on grants, or other funding sources, and will count toward the unit's carryforward limit.
- New or increased appointments on unit's AgBioResearch salary accounts are not allowed without prior approval by the AgBioResearch Director's Office due to the increased fringe benefit cost to the Director's Office. Temporary changes may be charged to the unit AgBioResearch operating account where both salary and fringe will be charged. Permanent changes must be discussed and negotiated with the Director's Office in advance.
- Units can request to establish a RA-account to be used as a start-up hub, allowing units to set aside AgBioResearch funds for unit contributions to faculty startup. Allocations from the start-up hub can only be made to faculty startup accounts. Requests for accounts should be submitted to Mary Weinzweig [weinzwem@msu.edu](mailto:weinzwem@msu.edu).
- For positions vacated by reappointment or tenure denial, or counseling faculty out prior to tenure, units may submit a position request one year following the faculty member's end date and the position will be refilled contingent upon funding line agreement. This policy is not applicable to positions previously vacated.