**IPA Appointment Policies & Procedures**

The appointment of CoE faculty as federal agency program directors through Intergovernmental Personnel Agreements (IPAs) provides useful career development opportunities for faculty and high profile visibility for the College. At the same time, these appointments result in disruption of the faculty member’s normal responsibilities. This document is intended to clarify rights and responsibilities associated with these appointments.

* IPA agreements must be approved in advance by the department chair, the associate dean for academic affairs, and the CoE executive committee.
* IPA proposals must be submitted to the agency through DRDA, accompanied by a PAF; the proposal should be coded “Other Sponsored Activity.”
* As with other leaves, IPA agency program director appointments will be approved for one year at a time. A second year is common; a third year may be requested but is discouraged and generally not approved. Leaves beyond the first year require Regental approval.
* The home department will receive full replacement funding (i.e., $15,000 plus benefits) for each academic term (not including spring/summer terms) a faculty member serves on an IPA as an agency program director.
* Many faculty are eligible for sabbatical when they return from an IPA assignment. Faculty who are not so eligible will receive a one-term release from teaching to allow the individual to restart his/her research program after two years or more of IPA service. The home department will receive one term of replacement funding to allow this release. The release may not be carried forward or added to an earned sabbatical.
* IPA years of service are included when establishing sabbatical eligibility.
* The IPA is similar to a leave of absence for any other purpose in the following respects:
	+ Overload funding to maintain campus activities is not allowed; arrangements should be made to provide on-site mentoring for graduate students and oversight of active research projects.
	+ To maintain salary equity, faculty on leave are included in the annual merit program; this establishes the base salary when the individual returns to University service.
* The IPA is different from other leaves of absence in the following respects:
	+ The individual is paid by the agency but through the University payroll system.
	+ As an employee of the agency, the individual must give up project directorship of active grants or contracts at the University. Other qualified individuals may be named as project director in his/her place to ensure continuity of support for participating students and employees.
	+ While serving on an IPA, the individual is converted to a 12-month, rather than academic year, appointment.
	+ The 12-month salary rate is established by the employing agency; it is based on the individual’s academic year salary, with most agencies providing an additional amount in lieu of summer support. This additional amount is not necessarily identical to the amount a faculty member would be paid on a normal 1-3 month summer appointment, and faculty should clearly understand from the agency how this salary corresponds to his/her normal income.
	+ Some agencies provide additional payments for living expenses or other allowances; these expenses are paid directly to the individual by the agency and the University is not party to the arrangement.

6/17/10

Rev 9/7/10

Rev 10/3/10

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