

College of Engineering Budget and Finance Principles

as of May 2023

Sabbatical/ Leave of Absences	When a faculty member is on sabbatical leave, IPA, or leave of absence of up to one year, 100% of the E&G funded salary/OPE for the individual is left within the school to cover instructional needs. Positions on extended leave longer than one year may be reduced to 40% and leave lasting longer than two years must be communicated to the COE Dean's Office.
Salary Exchanges/ Course Buyouts	Savings provided to the school after processing salary exchanges or course buyouts will be processed by the Business Center and will be available as operational funds within the school. Salary exchanges are allocated to faculty directed funds based on school policy.
Differential Tuition Revenue	100% of the differential tuition revenue is retained within the COE.
Ecampus Course Development & Workshop Funds	Ecampus course development is paid within existing workload unless determined to be overload. Funds for training workshops are considered professional development and may be put into a faculty directed index or paid via overload if approved by supervisor.
Honors College Courses & Colloquia	100% of the total Honors College revenue received by the COE is passed through to the school where the instructor of record is located. HC funds are paid within existing workload unless determined to be overload. Funds for HC Colloquia are considered professional development and must be put into a faculty directed index.
Overload Compensation	Compensation provided to OSU employees outside of regular work responsibilities that are determined to be overload must be paid as taxable wages and applicable OPE through the payroll process during the period the services were performed. This aligns with OSU fiscal policy #03-150-114 .
Summer Session Revenue	80% of the total summer session revenue received by the COE is transferred to the School where the instructor of record is located. The revenue is transferred to the school mid-year and will be based on actual student credit hours (SCH). *Does not apply to ecampus summer session
Named Faculty Endowments	Salary/OPE of the named faculty member will be charged directly to the OSU Foundation and the faculty benefit will be made available via E&G funds within the college.
Returned Overhead (ROH) Distribution:	26% of all research indirect costs are allocated to the college as ROH. Principal investigators receive 15% of the ROH allocated to the college. Remainder of ROH is rolled into the college's operational budget and supports research administration, new faculty startups, etc...
Start-up Funding Allocations	The COE will allocate at least \$300k per new tenure-track faculty position. Start-up funding provided by the school above the COE portion will be determined on a case-by-case basis. COE allocates budget 50% in each of the first two years.
Startup Extensions	Extensions for start-up funding can be granted by the School Head for up to one year from the offer letter end date. Extensions beyond one year should be routed to the COE Financial Planning Manager for review.
Royalties	80% of royalty revenue is transferred from the COE to the school. Each school can allocate to faculty directed funds as agreed upon.
Faculty Departures	Faculty closeout form must be completed prior to faculty leaving the College. This form documents advised students, financial commitments, equipment, ongoing support needs, etc...