



**CVM  
Policies and  
Procedures  
Handbook**

**Subject:** *Release Salary*

**Section:** *Business Office*

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**To Be Reviewed Yearly by:** *CVM Dean and  
Director of Administrative Services*

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**Release Salary**

Release salary is salary dollars that are made available from the state E&G appropriations to the CVM for purposes other than necessarily covering salary, because an alternative source is available to cover our salary commitment. For example, a portion of a faculty member's salary equivalent to the time committed to a project could (should) be included on a grant or contract. If the grant or contract is awarded, then the specified portion of the faculty member's salary would be covered (paid) from the grant or contract, thus releasing the E&G commitment of that portion of the faculty member's salary back to the college's general fund.

Guiding principles for release salary:

- The primary guiding principle for the use of release salary is that release salary dollars should be used for building and strengthening college programs.
- Release salary should not be viewed as an enticement for involvement in research.
- Salary dollars should be included in all grants and contracts where allowable by the sponsor.
- Release salary dollars will be returned to the college general fund and will be maintained in department administrative budget lines (account).

Approved: \_\_\_\_\_

*Kent H. Hoblet*

Kent H. Hoblet, Dean

*5/16/2013*

Date