

## Guidelines for the Return of Faculty following Intergovernmental Personnel Act (IPA) Agreements

### Rationale:

IPAs are agreements whereby faculty members may serve or cross train, full or part time, in federal agencies for up to 2 years. While continuing to be considered TAMU employees, some or all of their salary and benefits are paid by the federal agency under Title IV of the IPA. When faculty members enter into an IPA agreement, provisions should be made for a successful transition back upon their return to TAMU. The transitioning process should provide an adequate period to retool teaching, research, and service skills as needed; this must be done in recognition of the potential loss of ground due to their hiatus.

### Process:

Faculty who leave the campus to work under an IPA agreement and are away from the University for at least two long semesters should be given the opportunity to transition and re-engage with their regular departmental duties upon their return. Those away between 9 and 12 months should be given a minimum of a one-course reduction per semester the first year after their return. Those who stay away for more than 12 months should be given no teaching assignments the first year after their return. If they have 9-month appointments, they should be offered two months of summer salary. Individuals who stay away for 2 years on a full-time basis may need *start up* resources to reengage in their research activities. The details of such start ups should be negotiated *a priori* between the faculty member and the department head. Such start up agreements may require that a larger portion of the faculty member's salary be kept in the Provost's office.

To ensure the viability of the process, 20% of the faculty member's salary should be kept centrally in the Provost's Office. When the faculty member resumes regular campus duties, the Provost will use this pool of salary savings to cover the costs associated with the reduced teaching loads and summer salaries, if necessary. Prior to the finalization of IPA agreements, transitioning details shall be documented and submitted for approval to the Provost and Executive Vice President for Academic Affairs through the Dean of Faculties and Associate Provost Office. Requests to extend IPA terms must address whether, why and how the extension affects the return agreement.

### Memo content/routing:

To: Karan L. Watson, Provost and Executive Vice President for Academic Affairs  
Through: Antonio Cepeda-Benito, Dean of Faculties and Associate Provost  
Through: Jeff Seemann, Vice President for Research (*only if VPR commits to provide funds*)  
Through: College Dean  
From: Department Head

RE: Return of Faculty following IPA for {*Faculty Member's Name-UIN*}

**1. Current Position and Occupant information:** Faculty's name, Title, Department, Current monthly salary rate, Current term of appointment (i.e. 9-month, 12-month, etc.), Current source of funding for salary (account #)

**2. Description of IPA:** Agency's Name, Faculty's IPA title, Proposed term of appointment (i.e., length and start/end dates), Position description, Benefit to agency and TAMU, explicit recognition of commitment to fund two months of summer salary, explicit agreement to provide start up at return (i.e., space, funds, graduate students, etc.) if applicable.