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## **Externally Funded Positions**

Vice-President (Fredericton)

**Guideline**

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### **1.0 Purpose**

- 1.1 This procedure relates to the recruitment of faculty and staff positions at the University of New Brunswick.
- 1.2 In the current funding context and for the foreseeable future, we must enunciate guidelines to ensure our investments do not jeopardize the budget, while simultaneously ensuring that fiscal constraint does not dampen departments and faculty's enthusiasm to seek external support. Such investments must be strategic and should hold the promise of significantly adding to our academic and/or administrative research productivity.

### **2.0 Applicability**

- 2.1 Fredericton Campus
- 2.2 This procedure applies to all continuing full-time, continuing part-time and term full-time faculty and staff positions funded from the operating budget including those considered to be Externally Funded Positions (i.e. recovered in full or part).

### **3.0 Definitions**

- 3.1 Externally Funded Positions are defined as positions whose funding is dependent in whole or part on funding external to the budget envelope.

### **4.0 Implementation**

- 4.1 The sustainability of externally-funded positions in the future is the responsibility of the Faculty or support department making the appointment.
- 4.2 Where a position at UNB is dependent in whole, or in part, on an external funding agreement, the final letter of offer shall reflect that the position is being funded from external funding, and should include a description and expected duration of that external funding.
- 4.3 Such a position could be a new faculty or staff member who brings an external funding agreement to UNB or it could be a current faculty or staff member funded by a new external funding agreement.
- 4.4 All positions recruited and hired by UNB are included in the statistical compilation of faculty complement regardless of their funding source.
- 4.5 Net recoveries of salary resulting from external funding agreements shall normally be credited to the relevant Faculty (and department, if appropriate).

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- 4.6 Notwithstanding the above, Faculties shall be responsible for ensuring their year-end actual salary expenditure falls within the budget for the fiscal year. The Office of the Vice-President (Fredericton) shall recover from the budget envelope over-expenditures due to the unforeseen impacts of external funding arrangements, (e.g. inadequate salary inflation or inability to recover the fully-loaded costs of the position, inclusive of any applicable administrative stipend and fringe benefits).
- 4.7 Prior to the submission of a funding proposal (for a new recovery), or renewal, to the funding agency, the detailed proposal shall be reviewed and considered for approval by the Vice-President (Fredericton).
- 4.8 Where the funding proposal recovers less than 100% of the fully-loaded costs of the position, inclusive of any applicable administrative stipend and fringe benefits, the Vice-President may choose any combination of the following:
  - 4.8.1 Denial of the request for University approval to submit the proposal/renewal;
  - 4.8.2 Require, as a condition of the University approval to submit, that the ongoing shortfall be initially mitigated by the Faculty or support department through adjustment of their ongoing operating budget;
  - 4.8.3 Grant University conditional approval to submit on the Faculty's assumption of risk regarding annual shortfalls between the expected or actual recoveries and the actual costs of the position(s) where the University will thereafter assume the cost of any economic adjustments, progress-through-ranks, and/or reclassifications.
- 4.9 Where shortfalls materialize that are not foreseen, the Faculty or support department shall assume the unforeseen costs.

### 5.0 Interpretation and Questions

- 5.1 The Vice-President (Fredericton) office is located in Room 105 of Sir Howard Douglas Hall. Questions concerning this policy may be directed to [budgethelp@unb.ca](mailto:budgethelp@unb.ca).