College of Science and Technology

Grant-related course Release Guidelines

Under appropriate circumstances, as discussed below, the College intends to support course releases for faculty who receive significant, nationally competitive grants, and whose teaching responsibilities do not permit them to devote sufficient time to their funded work.

Grant-funded Course Releases:

Whenever possible, faculty should write an appropriate percentage of their academic year time into the budget of their grant proposals. Doing so allows course releases to be externally funded. Each course release should be included in the budget at 10% of the faculty member's salary per course release.

Non-Grant-funded Course Releases:

Many funding agencies, however, do not allow this practice. In addition, some agencies require a cost sharing/match where faculty salaries can, and often are utilized to meet the cost sharing/match obligations. The College has designed the present policy on course releases to address this situation, to reward faculty who obtain significant external support, and to encourage more faculty to seek such external research support.

For faculty on a 3/3 teaching load:

Release time will only be supported when the grant provides the buyout of time using grants funds. Any cost sharing/match should be viewed as coming from the 40% of effort (2 courses per semester) already assigned to research efforts for tenure track faculty on a 3/3 teaching load.

For faculty on a 4/4 teaching load:

The College, contingent upon the availability of resources, will support a teaching load, course reduction of either one course per year or one course per semester for the duration of the grant (depending on project scope and duration). Such support will be restricted to recipients of ***significant, competitive grants*** that satisfy the three requirements outlined below:

1. do not allow academic year salaries to be included in the budget
2. demand, on average, at least 20% of the PI's time during the academic year or 10% of the PI's time in a given semester
3. the annual budgets are, in most circumstances, at least $40,000.

Release eligibility and approval:

In order to be considered for College-supported course reductions on externally funded grants, PIs must

1. consult with the department head and dean during the preparation of the proposal
2. verify that the funding agency or program does not allow academic year salaries to be assigned to grants
3. have their department head write a memo prior to the grant proposal submission, requesting the course release to be approved by the Provost

The College will support as many of these course reductions as possible, but, if necessary, priority will be given to the requests from junior faculty. In addition, a variety of tools (use of adjuncts, GTAs, etc) will be used to minimize the effect on the educational experience of our students from this policy's impact on course cancellations, increased lecture course sizes, etc. In some circumstances, a request for grant-related course releases could be denied due to the impact on the teaching operations.   From the global departmental perspective, semester credit hours generated may not decrease and is in fact is expected to increase as outlined in the University strategic enrollment plan. The department is expected to achieve that growth in the face of any release accommodation. ***All course releases must receive final approval from the Provost.***