

POLICY ON COURSE RELEASES IN APPLICATIONS SEEKING EXTERNAL SUPPORT

Principles for approval of requests for course releases

Faculty members are expected to have a workload equivalent to 18 faculty workload credits per year or an average of 36 workload credits over two years. Subsequent to meeting the above requirement:

- 1) A faculty member may submit requests for course releases in applications seeking extramural support, but shall normally receive no more than one extramurally-supported course release (equivalent to 3-4 workload credits) during an academic year. Under special circumstances (and subject to the approvals listed below), a faculty member may submit requests for additional course releases in applications seeking extramural support, but shall receive no more than two extramurally-supported course releases (equivalent to 6-8 workload credits) during an academic year.
- 2) All requests for course releases in applications seeking extramural support must be approved by the faculty member's Department Chair or Program Director and the Dean of the Faculty/Vice President for Academic Affairs.
- 3) All requests for course releases in applications seeking extramural support that require the hiring of an adjunct faculty member must be reviewed with Loretta Greenholtz, Director of Academic Safety.

Principles for costing out a course release in an application seeking extramural support

Applications submitted through the Office of Sponsored Research

- 1) The rate budgeted for a course release (equivalent to 3-4 workload credits) in an extramural application is based on 20% of the base salary of the faculty member requesting the course release plus the applicable fringe benefits rate in effect at the time the course release is taken. In the event that multiple course releases are requested, the rate budgeted shall be 20% of the base salary plus the applicable fringe benefits rate multiplied by the number of course releases being requested.

Applications submitted through the Office of Corporate and Foundation Relations

- 1) The rate budgeted for a course release (equivalent to 3-4 workload credits) in an extramural application is benchmarked at \$10,000 plus the applicable fringe benefits rate in effect at the time the course release is taken. However, in the event of extraordinary budget constraints or limitations imposed by the sponsor, the rate budgeted may be reduced with advance approval of the Dean of the Faculty/Vice President for Academic Affairs to an amount that is the greater of \$6,000 plus the applicable fringe benefits rate or the current per credit plus the applicable fringe benefits rate.
- 2) In the event that course release costs are budgeted as institutional matching/cost-sharing expenses or institutional contributions, the costs shall be based on the formula used in applications submitted through the Office of Sponsored Research.