

Effective April 9, 2007

## **COLLEGE OF SCIENCE GRANT OR CONTRACT RELATED REDISTRIBUTION OF EFFORT**

Faculty members in the College of Science typically hold positions that include commitments to teaching, research, and service. The College and its programs strive for flexibility in scheduling of on-campus duties to accommodate field and meeting schedules and to provide time for concentration on research and scholarship. This scheduling assumes that all of a faculty member's normal responsibilities are discharged in the course of a year. Such scheduling decisions are at the discretion of the Department Chair, in consultation with the Dean or the Dean's representative. Absences of greater than two weeks in a given term will normally require special approval and discussion with the Department Chair and Dean.

The College encourages faculty to obtain funds from outside sources and, when it would enhance his or her career, to use external funding to spend more time on research, teaching, or service. One such shift in emphasis is the *course buyout* –in which state funds are exchanged for grant or contract funds to cover released-time from specific teaching commitments. This type of released-time agreement is not a faculty right and can only be done with the approval of both the Department Chair and Dean.

### **Guidelines for grant-funded released-time agreements:**

- Faculty members who wish to arrange course buyout agreements with grant funds should discuss it with their Chair prior to submitting the application. If the funds are awarded the Chair should write a short memo of understanding (MOU) for the record to formalize the buyout. Funding of the grant does not obligate the University to provide course reduction if in the judgment of the Chair and/or Dean such a reduction is not in the best interest of the Department or College. The MOU should note the impact of the buy-out on expectations for merit, promotion, or tenure evaluation.
- For faculty members with positions that are described as having a 40:40:20 distribution for teaching, research, and service, the minimum buyout costs will be equivalent to 40% of the salary divided by the standard teaching load of the department (or individual, if different). Thus, in departments with a standard teaching load of three courses per year, the cost to buyout one course will be one-third of 40% of the academic year salary (including OPE costs). Other work distributions would be calculated similarly.
- The above policy for calculating the cost of a released-time agreement applies to short-term (one or two years) arrangements only. The cost of longer-term released-time agreements would need to be higher and approved by the Dean. Any such longer-term proposals must include a modified position description.
- Eighty percent of the external money for a buyout will be returned to the department to provide replacement instruction and for other department priorities and 20% will be retained in the Departmental Reserve Account maintained in the College (201 Accounts).
- Faculty members are expected to buy out graduate courses first and undergraduate courses second. This can vary with the instructional needs of the Department, the availability of suitable replacements, and the discretion of the Chair. Departments should give careful consideration to courses required in their programs when making decisions about course replacements.
- Faculty members who have reduced their teaching (even if it is to no courses) in a term retain certain obligations to the University and Department. These include being present on campus during most of the term, the usual service commitments, graduate student mentoring, etc. At issue is that the course buyout arrangement is different from a sabbatical leave, professional leave of absence, or a temporary reduction in overall FTE.