

RELEASE TIME & INDIRECT COST RECOVERY POLICY

Purpose: This policy establishes CCC policies with regard to how release time and indirect costs associated with external funding are handled.

Purpose and Nature of Revisions: The revisions to this policy are minor. The percentage for course release was lowered to 10 percent for research projects from external funding sources to encourage faculty to seek out such funding; the percentage was increased to 12.5 percent for administrative or service roles or internal research to help offset costs associated with lowering the costs from external research. The policy adds a statement regarding indirect cost recovery to ensure that those funds are distributed to faculty appropriately.

Estimated Impact on Faculty

Number of Faculty Impacted: There are currently around five faculty members that have brought in external funding. However, many of our new faculty hires are seeking external funding, so the number of faculty will increase in the coming years.

Benefits to Faculty: Revised policy makes it easier for a faculty to buy out of a course from external research funding by lowering the percentage of base salary to 10%. The revised policy ensures that faculty will benefit from the indirect costs charged to their grant by clearly stating the college will follow UA policies.

Benefits to College: Provides greater incentive for faculty to pursue external research funding by reducing the percentage of base salary required to buy out a course to 10 percent. This change will facilitate recruiting faculty with external funding by making course buy-out rates more competitive compared to peer institutions.

Effective date: Generally, the revised policy will be effective immediately upon passage. Revised percentages for course releases will be effective for the Fall, 2017 semester for new grant/contract applications that are submitted after May 1, 2017 (current grants and grants that are currently under review will fall under the previous policy).

Version History:

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| 4/3/17 | Draft policy developed by Senior Associate Dean Jonathon Halbesleben. Distributed to Department Heads for review of implementation issues. |
| 4/14/17 | Submitted by Senior Associate Dean Halbesleben to FEB for consideration. |
| 4/20/17 | Approved unanimously by FEB |

A. RELEASE TIME POLICY

Previous Policy

September 17, 1999

Faculty and Staff can be budgeted for participation in contract activity in different ways. The desirability or benefits of any given approach depends upon the nature of the work to be performed, the timing and duration of the contract, and the current obligations of the individual participant. The following paragraphs describe the policy options for twelve-month staff and faculty and for teaching faculty on nine-month appointments.

Twelve-Month Appointees

Release Time Compensation. Release time requests for faculty and staff on twelve-month appointments must include salary prorated to the requested release time and benefits as determined by the Office for Sponsored Programs. Release time must be approved in advance by the participant's supervisor and the Dean's Office. State salary dollars released through participation in a sponsored project will be shared equally between the participating department and the Dean's Office.

Release Time Match. If a project requires a match and the sponsor is willing to accept an in-kind contribution, salary and benefits can be used as an in-kind match with the approval of the participant, participant's supervisor, and the Dean's Office. Participants whose salary is used as a match must be advised that they will be jointly responsible to the sponsor and to the University for time accounting and job performance.

Faculty on Nine-Month Appointments

Faculty members are encouraged to use sponsored projects for summer support. However, sponsored program opportunities occasionally require work product during the academic year. Release time can be an excellent approach to supporting such projects. However, as outlined above, the release time must be consistent with the work product specified in the sponsored program and include full benefits. Requests for release time must be approved in advance by the participating department and by the Dean's Office.

Research Release. Faculty who wish to engage in sponsored projects during the academic year will normally seek release time from their research hours. Unlike a 25 percent course release, research hours can be committed in any increment between one and 50 percent--assuming a 50 percent teaching and research distribution. Release time requests must include salary prorated to the requested release time and benefits as determined by the Office for Sponsored Programs. Funds released in this manner will be shared equally between the Dean's Office and the participating department.

Course Release. Course release time can also be used to support sponsored projects. However, course release time carries with it the added responsibility of ensuring that the department is able to cover the released course(s) with a qualified instructor consistent with all accreditation standards and requirements. A course release is equivalent to 11.25 percent of a faculty member's nine-month base salary for a single course. Released dollars will be used to cover the

cost of the replacement instructor. Any residual funds will be shared equally between the Dean's Office and the department. There is no provision for a participant operating account when course release is used.

RELEASE TIME & INDIRECT COST RECOVERY POLICY

Proposed Policy

April 3, 2017

Faculty and Staff can be budgeted for participation in contract activity in different ways. The desirability or benefits of any given approach depends upon the nature of the work to be performed, the timing and duration of the contract, and the current obligations of the individual participant. The following paragraphs describe the policy options for twelve-month staff and faculty and for teaching faculty on nine-month appointments.

Twelve-Month Appointees

Release Time Compensation

Release time requests for faculty and staff on twelve-month appointments must include salary prorated to the requested release time and benefits as determined by the Office for Sponsored Programs. Release time must be approved in advance by the participant's supervisor and the Dean's Office. State salary dollars released through participation in a sponsored project will be shared equally between the participating department and the Dean's Office.

Release Time Match

If a project requires a match and the sponsor is willing to accept an in-kind contribution, salary and benefits can be used as an in-kind match with the approval of the participant, participant's supervisor, and the Dean's Office. Release time match must be approved in advance by the participant's supervisor and the Dean's Office. Participants whose salary is used as a match must be advised that they will be jointly responsible to the sponsor and to the University for time accounting and job performance.

Faculty on Nine-Month Appointments

Faculty members are encouraged to use sponsored projects for summer support. However, sponsored program opportunities occasionally require work product during the academic year. Release time can be an excellent approach to supporting such projects. However, as outlined above, the release time must be consistent with the work product specified in the sponsored program and include full benefits. Requests for release time must be approved in advance by the participating department and by the Dean's Office.

Research Release

Faculty who wish to engage in sponsored projects during the academic year will normally seek release time from their research hours. Unlike a 25 percent course release, research hours can be committed in any increment between one and 50 percent--assuming a 50 percent teaching and research distribution. Release time requests must include salary prorated to the requested release time and benefits as determined by the Office for Sponsored Programs. Funds released in this manner will be shared equally between the Dean's Office and the participating department, with the expectation that the funding will typically be used for the faculty member for future research expenses, including additional travel, student support, summer research funding or other funding.

Teaching Release

Teaching release time can also be used to support sponsored projects. However, teaching release time carries with it the added responsibility of ensuring that the department is able to cover the released course(s) with a qualified instructor consistent with accreditation standards and requirements. If the funding is intended to support research and supported by an external (to UA) sponsor, a course release is equivalent to 10 percent of a faculty member's nine-month base salary (plus benefits) for a single course. Funding for administrative or service roles supported by an external or internal (UA) sponsor or research supported by an internal (UA) sponsor, a course release is equivalent to 12.5 percent of a faculty member's nine-month base salary (plus benefits) for a single course. College research grants cannot be used for teaching release unless that is an explicit component of the grant program. Released dollars will be used to cover the cost of the replacement instructor. Any residual funds will be shared equally between the Dean's Office and the department. There is no expectation that funding will be directed back to the faculty member when course release is used.

Indirect Cost Recovery

The Culverhouse College of Commerce follows UA procedures with regard to the distribution of indirect costs that are recovered from sponsored projects. See the current UA Faculty Handbook for current policies (<http://facultyhandbook.ua.edu/x-support-for-research.html>, Section B.1)