Emory College of Arts and Sciences: *Externally funded course release policy*

This policy guides tenured and tenure-track faculty seeking external support to obtain release from classroom teaching responsibilities to devote additional academic-year effort to research and scholarship. It addresses course releases only. Sabbaticals, special leaves, career awards, and competitive fellowships involving leave or salary supplementation are considered separately by the Dean's Office.

Underlying principles

- Faculty appointments encompass teaching and research/scholarship, as well as service and, where applicable, administrative responsibilities.

Federal policy, as established in 2 CFR § 200.430(g), requires the University to maintain records supporting salary charges to federal awards that accurately reflect the work performed across an individual's total compensated institutional activities. For purposes of calculating externally funded course releases, Emory College uses a baseline allocation of academic-year responsibilities for tenured and tenure-track faculty of 50% teaching/service and 50% research/scholarship.

Adjustments are made, as appropriate, for approved administrative assignments or other changes in responsibilities. This baseline is a College policy framework, not a federally prescribed distribution of effort, and does not substitute for documentation of work performed. Service to the institution is an expected and important component of all tenured and tenure-track appointments. For purposes of this course-release framework, service responsibilities are integrated across teaching and research/scholarship rather than assigned a separate fixed percentage. All compensated institutional activities, including service and administration, must be appropriately reflected in the University's effort-reporting process. Salary charges and effort certification for sponsored projects must comply with University policies and applicable sponsor requirements. A standard teaching load for tenured and tenure-track faculty is 4-courses per year. In some departments, with the approval of the Dean, the classroom teaching load may be reduced from the 4-course standard for research/grant active faculty. This course reduction is determined using departmentally established criteria.

- A course release does not, by itself, eliminate service, administrative, or other departmental/program responsibilities. Any course release must preserve the department's instructional mission and, especially for assistant professors, an appropriate teaching portfolio to support the path to tenure and promotion.
- Teaching commitments include more than classroom instruction. In research-intensive disciplines, substantial teaching takes place through supervision and mentoring of undergraduate, graduate, and other trainees in laboratories and research settings. Accordingly, differences in assigned classroom course loads across departments, and approved reductions for research-active faculty, may reflect the contribution of laboratory-based teaching and mentoring to a faculty member's overall teaching responsibilities. A lower classroom course load should not be interpreted as a reduced overall commitment to teaching and mentorship.

Calculating the externally funded course release

For budgeting purposes, the amount requested is based on the faculty member's approved annual classroom teaching load. Each classroom course released is assigned an equal share of the College's 50% academic-year teaching allocation under the applicable course-load formula. This calculation is a budgeting convention and does not imply that classroom courses comprise all teaching and mentoring responsibilities. ECAS Research Administration Services (RAS) calculates the required salary and fringe benefits for the proposal.

For each course release, the budget request is calculated as the applicable portion of nine-month salary plus associated fringe benefits. The course release is presented in the proposal budget as academic-year salary/effort devoted to the sponsored project—not as a separate instructional

replacement expense. ECAS RAS will determine the correct figures and proposal presentation, subject to sponsor and University requirements.

Procedure to request an externally funded course release:

Step 1 — Discuss teaching coverage and obtain departmental approval

The faculty member should discuss the proposed course release with the department Chair or Program Director. The discussion should address:

- The number and timing of courses to be released and the faculty member's approved teaching load;
- Departmental curriculum and teaching needs, including how the affected course(s) will be covered;
- Whether the release can be accommodated without compromising the educational mission or, when relevant, the faculty member's teaching portfolio; and
- Whether replacement instruction or other College resources will be required.

The Chair/Program Director must provide written approval and specifically explain the plan for covering the course(s). All requests also require written approval by the Dean or their designee. A release exceeding 50% of the faculty member's teaching load requires specific approval by both the Chair/Program Director and the Dean.

Step 2 — Work with ECAS RAS to budget the release

After the departmental discussion and before the proposal is submitted, the faculty member should provide ECAS RAS with the information about the planned course release. All proposals that include a request for course release must be processed by RAS. You should submit an Intent to Submit form and indicate that you "need to request decreased classroom teaching assignments" in response to this specific question in the workflow. Once you speak with your Pre-award RAS support about the specific request for the approved course release, RAS will calculate the appropriate academic-year salary and fringe-benefit request, include the corresponding effort in the sponsored-project budget, and advise on sponsor-specific requirements.

Additional conditions

- External funding must support the release; the course buyout mechanism may not reduce a teaching load by more than 50% without the specific approvals described above.
- Funds recovered from course releases are pooled for temporary teaching needs through established College procedures; salary and fringe must both be accounted for.
- Requests involving unusual teaching arrangements, insufficient coverage, or additional College resources require review through the Dean's Office.