

## **Emory College of Arts and Sciences Externally Funded Course Release Policy**

This document provides policy guidance to tenured and tenure-track faculty in Emory College who are interested in acquiring external funds to be released from some classroom teaching responsibilities in order to focus on research/scholarship. This policy addresses simple course release, only; it does *not* address sabbaticals, special leaves, and similar funding mechanisms, which are dealt with separately on an individual basis through the Dean's office. Similarly dealt with separately on an individual basis through the Dean's office are career awards and competitive fellowships where leave and topping-off of salary are often desired.

### **Underlying Principles**

- All members of the Emory College tenure-track faculty are hired for both teaching and research.
- The federal government mandates that the university account for the professional effort of its faculty in order to qualify for federal research funding. Strictly for the purpose of addressing this regulation, Emory College considers that all tenure-track academic year appointments are apportioned 50% effort for teaching and 50% effort for research/scholarship. Adjustments are made for administrative effort as appropriate. Service to the institution is an expected and important part of all tenure-track appointments; although for the purposes of this policy it doesn't appear in the accounting for this government regulation, it is considered integrally distributed across teaching and research/scholarship with no set expectation as to amount.
- A standard teaching load for tenured and tenure-track faculty is 4-courses per year and covers both undergraduate and graduate classes. 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, but is not necessarily applied department wide.
- Course buy-out does not, in and of itself, relieve individuals of their concomitant service or other departmental/programmatic responsibilities.

### **External Funds Supporting Release from a Portion of the Teaching Component of an Appointment**

- While both teaching and scholarship are core components of a tenure-track appointment in the College, release from teaching is an important means by which some members of the faculty may liberate time for the pursuit of additional research/scholarship during the academic year. Therefore, reduction in the departmental standard load may be obtained through a course "buy-out" mechanism and with appropriate approvals. The normal teaching load is 4 courses meaning that a buyout is assessed at 12.5% of the nine-month salary plus fringe. Some departments have 3 course teaching loads, so in these departments a course release would be assessed at 16.7% of the nine-month salary plus fringe. For research/grant active faculty with reduced teaching loads the buy-out must be prorated to the reduced teaching load; e.g. with a 2 course load, a course release would be assessed at 25% of the nine-month salary plus fringe. This mechanism cannot be used to reduce teaching load by more than 50% unless specifically approved by the department Chair and the Dean. The faculty member

will be responsible for funding the teaching release through support mechanisms external to the College budget.

- All course release requests must be approved in writing, first by the department Chair/Program Director and then by the Dean. The Chair/Program Director must specifically describe in writing how those courses to be "bought-out" will be covered by the department.
- This policy attempts to facilitate course release in order to encourage academic-year scholarship without jeopardizing programmatic quality. All funds recovered by this mechanism will be pooled and used for temporary teaching requests through established College procedures. Note that these funds must cover both replacement salary and fringe benefits.
- Course release is open to all active tenured and tenure-track scholars, but it should not interfere with the need of assistant professors to build a strong teaching portfolio for tenure and promotion. Thus, teaching release must be balanced with a commitment to the core teaching mission of the department/program. The Chair/Program Director and then the Dean will retain final approval over the course release request.
- To expedite approval of course release requests associated with sponsored research projects by CAPS RAS use the Course Release Request Form to: (1) provide formal evidence of approval by the Chair/Program Director, (2) provide confirmation from the Chair/Program Director that the course release will not negatively impact the educational mission of the Department or Program, (3) provide confirmation from the Chair/Program Director that course release will not adversely impact the candidate's teaching portfolio at the time of tenure and promotion, and either (4) require no additional College resources to meet departmental/program teaching requirements, OR (5) are associated with sufficient funds from an external sponsor to cover replacement teaching secured through established College procedures. Requests that do not meet these criteria must be forwarded to the Dean of Emory College for approval.