

# Release Time

## Purpose

To comply with the federal Office of Management and Budget, The Uniform Guidance 2 CFR 200 (Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards for Educational Institutions), which supersedes the previous requirements in OMB circular A-21.

## Scope

University Policy

## Definitions

Release Time: (also known as a course buy-out) time or a period allotted to a faculty member from normal duties for a research activity

Effort: any portion of a person's salary that is charged to a grant

Academic Year: (9 months appointment) The Academic Year is defined as the fall and spring semesters and those days preceding and following those semesters needed for the proper academic functioning of those semesters

Academic Year (12 months appointment) Full-time faculty holding twelve (12)-month appointments for the fiscal year have professional responsibilities to the university for the period commencing July 1 and ending June 30

Calendar Year: A calendar year is a one-year period between January 1 and December 31

IBS: Institutional Base Salary is defined as the annual compensation paid by the Institution of Higher Education (IHE) for an individual's appointment, whether that individual's time is spent on research, instruction, administration, or other activities. IBS excludes any income that an individual earns outside of duties performed for the IHE. (2CFR 200.430 (h) (2)).

Fellowship - Fellowships are a specific type of grant that allows you to receive funding while pursuing specific research academic interests.

## Policy

This policy as described in applies uniformly to all faculty members, not just those working on Federal Awards. For purposes of this policy, release time pertains to time being purchased with funds resulting from an award of a grant, cooperative agreement or contract, foundation grant, fellowship.

*All faculty seeking release from their normal teaching obligation must complete the Faculty Release-Time Form (FRF) prior to any reduction in course load. No release-time will be*

*granted unless, and until, the Faculty Release-Time Form (FRF) is fully approved by the Associate Provost, Research & Innovation through the regular channels (via chair/director/coordinator and Dean).*

Salaries for Faculty Members requests for salary support from a grant should be directly proportioned to the percentage of effort/amount of time being dedicated to the project. Whether the salary is being requested as a course buy-out, or as summer salary, it should reflect the true salary cost of a faculty member's time. 2 CFR 200.430 (h) (2) states that charges for work performed on Federal awards by Faculty members are allowable at the IBS rate. Proposal budgets must, therefore, reflect the full cost of release time (salary, fringe benefits, and indirect cost) to the funding agency.

#### Release Time

- The IBS shall be used to compute salaries charged to sponsored project. IBS includes compensation for **instruction, public service, research, and/or other activities**.
- 75% of the IBS is equal to 18 credit hours (3 courses at 3 credit hours per semester) and about 25% in the performance of professional duties such as student advisement, departmental committee work and other activities
- Course release, or "Course Buy-Out," is charged at 4.17% (equals to one credit release time) of the faculty member's IBS and must include associated benefits and university overhead.
- The responsibility for the determination of an individual workload rests with the Chair of the Department or, in non-departmentalized schools, the Dean of the School. The determination of an appropriate workload is subject to review by the academic administrator to whom the Chair or the Dean reports
- Percentage effort calculation will serve as a base to calculate the months' effort, the amount of salary, and or the credit hours allocated to a specific project

#### Academic Year Salaries

**Release time/Course buyouts (Academic Year – 9 months)** Course buyouts allow an investigator to reduce his or her course-load for the academic year to dedicate him/herself to the research set forth in a proposal. Coordinating with the Department Chair or unit head, investigators may request funds to "buy-out" a course that he/she would be teaching during the academic year. Each course buy-out should be calculated at 4.17% (one-credit course teaching) of the investigator's academic year base salary. No faculty will be allowed to reduce their teaching loads to zero in any semester. (Please refer to Appendix A for details)

**Release Time/Course buyouts (Academic Year – 12 months)** Course buyouts allow an investigator to reduce his or her course-load for the academic year to dedicate him/herself to the research set forth in a proposal. Coordinating with the Department Chair or unit head, investigators may request funds to "buy-out" a course that h/she would be teaching during the academic year. Each course buy-out should be calculated at 4.17% (one-credit course

teaching) of the investigator's academic year base salary. No faculty will be allowed to reduce their teaching loads to zero in any semester. (Please refer to Appendix A for details)

**Summer term (3 months)**- A budget may include a portion of months' time to be compensated, based on the institutional base salary, during the summer. Summer compensation is calculated as follows: one month of summer pay is equivalent to 1/9 of the IBS. When working on a sponsored project, total summer effort cannot exceed 3 months. Only 9 months' academic appointments are eligible for summer compensation. (Please refer to Appendix A for details)

Please note that SHU faculty cannot serve in a consultant/independent contractor role and be paid with a check request through Accounts Payable rather than being paid through the payroll system.

Calculation

<b>One Institutional Credit (IC)</b> = .75x (Institutional Base Salary/18)
<b>One Release Time Credit (RTC)</b> = .75xIC = 4.17% of the IBS

**Responsible Offices**

Office of Grants and Research

**Related Policies**

N/A

**Approval**

Approved

Initially adopted and approved on February 22nd, 2023, by the Executive Cabinet.

**Effective Date**

February 22, 2023

## EXHIBIT A

The table below shows the percentage per credit and the corresponding time in months.

# Credits	Percentage	# of Months	
		9 months	12 months
1	4.17%	0.38	0.50
2	8.33%	0.75	1.00
3	12.50%	1.13	1.50
4	16.67%	1.50	2.00
5	20.83%	1.88	2.50
6	25.00%	2.25	3.00
7	29.17%	2.63	3.50
8	33.33%	3.00	4.00
9	37.50%	3.38	4.50
10	41.67%	3.75	5.00
11	45.83%	4.13	5.50
12	50.00%	4.50	6.00
13	54.17%	4.88	6.50
14	58.33%	5.25	7.00
15	62.50%	5.63	7.50
16	66.67%	6.00	8.00
17	70.83%	6.38	8.50
18	75.00%	6.75	9.00
19	79.17%	7.13	9.50
20	83.33%	7.50	10.00
21	87.50%	7.88	10.50
22	91.67%	8.25	11.00
23	95.83%	8.63	11.50
24	100.00%	9.00	12.00