Below are the course release¹ policies and procedures for faculty in CLAS. This supersedes any previous policy and procedures that was in CULMA, Liberal Arts or Science.

1. A faculty member should first make the request in writing to the chair of his/her department well in advance of class scheduling. If the chair approves, the request should be forwarded to the associate dean for academic affairs (not associate deans) for his/her approval.

2. In order to buyout of a course, a faculty member must have at least 1/8 of their nine month annual salary and corresponding fringes charged to an external grant or contract for each course buyout. One course release per year is allowed. However, exceptions may be granted if there are any extraordinary situations. In the event that an external grant or contract is budgeted for more than 1/8 of the faculty member’s nine month salary, then the amount budgeted in the grant should be used if it accurately reflects the effort that the faculty member will be working on that grant.

3. The dean’s office will reimburse the department $3,500.00 for each course buyout which can only be used for part-time faculty replacements. The $3,500.00 will be transferred to the department’s general fund part-time faculty budget.

4. Failure to comply with this policy will have budget repercussions for the department.
If you have any questions, please call Joe Kieleszewski at 7-8007.

1. For the purpose of this policy, a course release or workload reduction is considered anything that deviates from departmental norms. Even when a faculty member wishes to hire a p.t. faculty member to teach or assist with one of their assigned courses and they want to process the payment to the p.t. faculty member through their own grant or any other funds, it is still considered a course release/workload reduction.