

NEW POLICY: Sets out when release time is appropriate for research projects, the approval process, makes clear this is not supplemental pay.



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

Section V—Research 3.0

Faculty Release Time for Research and Sponsored Programs

ADMINISTRATIVE POLICY

Faculty members often need sustained and dedicated periods of time to carry out tasks related to the teaching, research, creative activity, or external activities related to their positions. Release Time for these activities may be supported by state or other funds available from the institution or from external sources. Because the University provides such opportunities to faculty who have research projects or sponsored activities, it must have appropriate policies governing the awarding of Release Time, in order to ensure equity in submitting and consistency in approving such requests, which are contingent upon the availability of funds to support the release.

I. Eligibility

All tenure track and tenured faculty are eligible for Release Time. Non-tenure track faculty may be provided release time for research projects with prior approval of the Dean and Vice Chancellor for Research.

In general, faculty eligible for Release Time should understand the following expectations:

- A. The faculty member must have appropriate funding to cover salary, fringes and overhead for the period of the release time. While 12-month faculty and staff are not eligible for summer salary, they are eligible for release time. The percentage of their salary that is charged to the award is not charged to the departmental budget, thus allowing the department to repurpose those funds.

B. For all proposals and awards, if allowed by the sponsor, Release Time should be budgeted for the academic year for nine-month faculty, and for the calendar year for 12-month faculty or staff since effort would be required during the entire calendar year to complete the project during the period of performance unless it is a specific summer program. If students, postdocs or other faculty are supported during the academic year on the faculty member's project, the faculty member should also charge Release Time during the academic year if allowed by the sponsor since effort would be needed to supervise these individuals.

C. Release Time should be requested as soon as the award is received and the setup is complete. Often awards are received during the semester so the request should be made for the subsequent semester using the Faculty Release Form, which requires approval from the Chair and Dean. This form should be used to request Release Time during the academic year for nine-month faculty and during the calendar year for 12-month faculty and staff. Upon approval of Release Time, the faculty member should complete the Internal Salary Authorization Form (ISAF) so that salary, fringes and overhead will be charged to the award.

D. Faculty on Release Time are eligible for consideration for merit salary increases, promotion, and one-time payments or any other salary adjustments approved by the General Assembly, the Board of Governors, or the University.

E. Faculty on Release Time will continue to receive University contributions for the State Health Plan. They will also continue to receive the University's contributions for the N.C. Teachers' and State Employees' Retirement System or the University Optional Retirement Program.

F. Faculty members on Release Time are expected to devote the appropriate effort to the approved project to ensure its completion within the awarded period of performance.

G. If circumstances require that a substantial change be made in the project after it has been approved, the faculty member should obtain approval of the changes in accordance with University procedures.

II. Duration and Compensation

The University has guidelines that include the duration and compensation for periods of Release Time.

A. Duration--Faculty can be awarded Release Time for either one or two semesters for 9-month academic-year appointments or for six or twelve months for 12-month appointments. Release Time can alternately be for a percentage of time during the academic year or the calendar year.

Compensation for University faculty and staff who are necessary to meet the goals of the project is budgeted as a percent-of-effort to be devoted to the project. The budget can be calculated using a percentage of the individual’s time/salary, months, weeks or hours.

There are three basic salary (wage) bases: Calendar Year, Academic Year and Summer Term.

<i>Calendar year (CY)</i>	<i>12 months</i>	<i>52 weeks</i>	<i>2,080 hours</i>
<i>Academic year (AY)</i>	<i>9 months</i>	<i>39 weeks</i>	<i>1,560 hours</i>
<i>Summer term (SM)</i>	<i>3 months</i>	<i>13 weeks</i>	<i>520 hours</i>

(<http://www.ncat.edu/research/dored/budget-salaries-fringe.html>)

B. Compensation--Release Time is not additional compensation. A faculty member may be released from teaching a course or other departmental responsibilities during the academic year. Since each college has a different course load requirement, each college will need to determine what percentage of a faculty member’s time constitutes teaching one course. For example, release from departmental responsibilities may be 10% of a faculty member’s time while release from teaching a course may be 25%.

Salary funds released by Release Time appointments should be aggregated at the appropriate level (college or institution) to be used for replacement faculty as necessary. The source of funds for Release Time needs to be determined prior to approval of the Release Time.

III. Supplemental Pay Not Allowed

When faculty members are receiving partial salary from a research award, the faculty member’s total salary should not exceed the approved annual salary for the period of Release Time, not including funds awarded to cover living expenses and travel for Release Time spent away from campus as well as secretarial assistance, research, publication, and other expenses related to the approved project.

Compensation for salary and expenses from all sources should be addressed in the proposal and approved before the leave is granted. If the amount or source of compensation changes, this change should be approved by department and college administrators through the

Internal Salary Authorization process. A person on Release Time may not receive supplemental salary funds through the university.

IV. Approval Process for Release Time

When the research award has been received and the fund is set up in BANNER, the faculty member should complete the Faculty Release Time form (Appendix A) and submit it to the department chair and college dean for approval in a timely manner so that arrangements can be made if the faculty member is requesting release from teaching a course or other departmental responsibilities. Once Release Time is approved, the faculty member should complete the ISAF form so that the research award is charged for the appropriate salary and fringes.

Approved by the Chancellor

First approved: October ____ , 2016
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Date new policy is effective: upon approval

Harold L. Martin, Sr., Ph.D.
Chancellor

approved for final posting

Barry L. Burks, Ph.D.
Vice Chancellor for Research and Economic Development

approved for final posting