



**DIVISION of ACADEMIC AFFAIRS**  
**Office of Research and Extended Education**

Proposed Faculty Release Time Policy for Grants and Contracts

**Definition**

Release time is the period (e.g., 10 hours per week) a faculty member is released from normal teaching load, committee work, advising and service to the community in order to perform other duties (e.g., grant related. research, creation of new courses, development of a community project). The faculty member usually reduces their teaching load and other commitments in increments (e.g., 25%).

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.

These funds must be used in compliance with Federal, state and University policies and procedures and are subject to audit.

**Application**

The release time request must be stated in the application; approved by the administration, and implemented as a result of an award.

**Departmental Reimbursement**

Release time for work related to the sponsored program and/or research are reimbursed to the faculty member's department to allow the University to pay other faculty to take on additional course load(s) and pay for other duties (e.g., advising, committee work, service).

Release time funds are to be expended on salary and fringe benefits for replacement personnel. Any remaining funds are to be used to support on-going research or programs directly related to the associated award as approved by the Office of Sponsored Research and Programs. These funds must be spent in accordance with Office of Management and Budget Cost Principals and the policies and procedures of the University and the University System of Maryland.

**Release Time Level of Effort**

In general, release time is done in increments of three units (one standard course) which is 25% level of teaching effort or the faculty's level of effort in their department. If there is a request for a different percentage of time, contact the Office of Sponsored Research.



## **Release Time Calculation**

The cost is based on salary and fringe benefit.

## **Process for requesting release time**

Using the approved award budget, faculty can request release time from a sponsored project through their department or school by completing a Release Time Request Form and obtaining required signatures.

NOTE: Special terms and conditions of award may effect this policy and may require review and written permission of the funding agency and the Office of Sponsored Research and Programs.

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