



IUPUI
SCHOOL OF SCIENCE

Policy on Research Release/Course Buy-outs and Discretionary Released Time

General Principles and Requirements

- All course releases (buy-outs/discretionary releases) are subject to postponement by the chair in cases where the department would otherwise fail to meet the demands of the curriculum and thus would jeopardize student progress. Similarly, chairs may not grant a course release or buy-out when they consider it to be not in the best career interest of the faculty member.
- Course buy-out is possible only using funding sources external to the university and only those designated at the time of submission for salary in support of research/scholarship by an institution or agency. Funds must be available in full from the grant within the year that the buy-out is exercised. In cases where the external funding has a PI outside of the SOS, the SOS faculty member must be an official Co-PI or Co-I on the project and proportional F&A must accrue to the SOS. The release parameters (% salary plus fringe and other conditions) are the same as for grants held in the SOS.
- The funding must be part of a larger proposal that provides funding that is designed for the support of basic or applied research/scholarship.
- Faculty needing assistance on how to incorporate salary funding requests into grant proposals should consult with the Associate Dean for Research and Graduate Education.
- Buy-outs must be approved by both the Chair and the Associate Dean for Planning and Finance.
- The School and its departments will honor the reasonable released time requirements of any grant that a new faculty member brings to IUPUI. For purposes of calculating percent release one 3-hour lecture course is assigned 0.20 FTE here. This arrangement should be negotiated with the faculty member at the time of hire. See the *School of Science Policies on Research Release and Salary Savings* document for additional information.
- Excessive buy-outs will not be considered justification for new faculty lines.

- 80% of the salary dollars released will be returned to the department and remaining 20% plus the fringe benefits will remain with the School. The School will contribute its 20% of salary to the RIF account for distribution across the School for graduate student support. Beyond covering the costs of replacement instruction departments are encouraged to invest the released funds broadly in support of the research mission. A maximum of half (40% of total) of the department dollar share generated by an individual investigator may be returned to the individual for research purposes.

I. Research Release/Course Buy-outs

Before any buy-outs are allowed a faculty member must draw, from an external grant or contract, at least 20% AY salary as summer pay.

A. Policy for Faculty on 2+2 loads:

For faculty on a 2 + 2 course (6 + 6 c.h.) load, each buy-out (3 c.h., 3 max) will cost 12.5% AY salary plus fringe. This includes all faculty in PSYC and MATH.

B. Policy for faculty on 2+1 loads:

For faculty on a 2 + 1 course (6 + 3 c.h.) load, each buy-out (3 c.h., 2 max) will cost 19% AY salary plus fringe. This includes all faculty in CSCI and ES.

C. Policy for faculty on 1+1 loads:

For faculty on a 1 + 1 course (3 + 3 c.h.) load, the buy-out (3 c.h., 1 allowed) will cost 25% AY salary plus fringe. This includes all faculty in BIOL, C&CB and PHYS.

For buy-outs of 4 credit courses the rates will increase by ~33%; 2 + 2 loads will be 16.5% AY salary plus fringe, 2+1 loads will be 25% AY salary plus fringe and 1 + 1 loads will be 33% AY salary plus fringe.

II. Discretionary Released Time

Discretionary Released Time is course release provided to a faculty member for other work and requires no external or internal dollars. Department policies may dictate what type of work qualifies a faculty member for released time. Some departments grant course releases for work that, in other departments, is done as service. Based on a number of factors (faculty numbers,

required course coverage, already low loads, individual cultures and values) some departments cannot or do not grant discretionary released time. However, chairs who do grant discretionary

released time are cautioned to develop clear policies that all faculty members understand for such releases to avoid complaints about equity.

The School level policy on discretionary released time is as follows:

1. It cannot be granted to create a 0 (zero) teaching load for any academic year semester. Exceptions must be approved by the Dean.
2. The Department must be prepared to cover teaching of the individual(s) released from its own resources.
3. Excessive released time will not be considered justification for new faculty lines.

III. Overall Teaching Loads

As mentioned at the outset, departments in the School of Science have different teaching loads for research-active faculty members. With the exception of first (or second) semester “no teach” for new hires and perhaps a few others, the standard loads vary from 1 to 2 courses per semester. This policy describes ways to reduce that expectation for faculty who have been successful in obtaining significant external research funding for their work and thus must devote more time to that endeavor. Chairs, especially those in departments where standard loads are at the low end, should develop and implement policies whereby standard loads for those faculty members who are not active or productive in publishing and earning external funding are increased in order to equalize effort across the faculty.