

College Course Release Policy (for Tenure – Track Main Campus EHE Faculty)

Effective Date: June 2015

Policy Review Date: March 2017

Policy Background

The college's "Principles to Guide Teaching Assignments (FY 12- 13)" defines the teaching load baseline for full-time, regular tenure-track faculty as 40% teaching, 40% research and 20% service. At this baseline, the normal teaching load is defined as a two three-credit hour semester courses. Faculty heavily engaged in funded research may desire release from teaching in order to dedicate additional time to conduct research. The goal of this policy is to establish an equitable, standard course release policy across the college.

Policy

Course buyout does not release the faculty member from advising or service responsibilities. Buyout of teaching is set at 20% sponsor funded release time per 3-credit hour course per semester. All full-time, regular tenure-track faculty are required to teach a minimum of one course per year and therefore, faculty may not buyout 100% of their teaching workload.

Faculty released from regular academic year course assignment do not qualify for overload teaching during any academic year in which they have been granted a course release. Overloads do not apply to summer session when faculty are off-duty.

Process

Requests for specific course release(s) should be submitted to the appropriate chair prior to the grant or non-OSP contract proposal submission and confirmed no later than four weeks prior to the start of a semester, earlier if possible. If approved, faculty should complete a release time formⁱ (for OSP projects) or notify the unit Human Resources Professional (HRP) in writing if the release is being funded from a non-OSP contract. The HRP is responsible to ensuring that the appropriate entries are initiated in University's HRA system to reflect the course release. The EHE Service Center will ensure the appropriate entries are posted to the Human Resources Information Systems (HRIS).

By the end of the 4th week of each semester chairs and directors are to submit a report to the Dean summarizing course buy-out.

Requests for exception may be brought to the dean by the department chair.

Guiding Documents

OSU Office of Academic Affair Faculty Compensation policy <http://oaa.osu.edu/assets/files/documents/facultycompensation.pdf>
OSU Office of Sponsored Program Allowable Costs <http://osp.osu.edu/administration/managing-expenditures/allowable-costs/>
EHE "Principles to Guide Teaching Assignments (FY12-13)" document revised April 9, 2012

Questions

Policy – Chair/Director

Processing – Unit Human Resources Professional

ⁱ <http://ehe.osu.edu/downloads/human-resources/toolkit/release-time-form.pdf>