

# D-RED Seminar:

## Release Time

Division of Academic Affairs

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Wednesday, May 11, 2022

# Agenda

1. What is Release Time?
2. What Release Time is Not?
3. How is Release Time Calculated?
4. Procedures for Requesting Release Time
  - a. Faculty Procedures
  - b. School Budget Officer Procedures
5. Return of Release Time Funds to Schools
6. Next Steps

# What is Release Time?

## 1. Funded

- a. Percent requested for course release is equal to the dollar amount requested for release (example 1 & 2)
- b. Percent requested for course release is not equal to the dollar amount requested for release

## 2. Unfunded

# What Release Time Is Not

1. Work done as part of normal faculty workload requirements
2. Directing conferences
3. Editing Journals
4. Leadership in professional organizations
5. Paid consulting (unless agency provides funding for release time)

# How is release time calculated?

1. In general, release time is done in increments of three units/credits (one standard course) which is 25% level of teaching effort or the faculty's level of effort in their department (normal faculty teaching full load of 12 units/credits). The calculation would be  $\frac{1}{4}$  for one semester.
2. If the faculty member is requesting a single course release for both fall and spring, then the calculation would be 2 course releases/8 classes taught per AY = 25%.
3. Keep in mind that this calculation changes for graduate level faculty as a full load may be 3 courses. (See workload policy & chair for determination & explanation). In this case, the calculation would be  $\frac{1}{3}$  or  $\frac{2}{6}$  both of which is 33%.
4. Along with the faculty member's salary, fringe benefits must be calculated into the release time dollar amount.

# Calculation Examples (Fully Funded)

1. Dr. Appleseed is a full-time undergraduate professor who teaches four 3-credit classes each semester. Dr. Appleseed is asking to be released from one class each semester. Her base salary is \$82,000.
  - a. What is the percentage of the release time (funded)?
  - b. What is the dollar amount of the release time?
  - c. What must also be added and how much?
  - d. What is the total amount collected?
  
2. Dr. Johnnycake is a full-time graduate professor who teaches three 3-credit classes each semester. Dr. Johnnycake is asking to be released from one class each semester. His base salary is \$97,000.
  - a. What is the percentage of the release time (funded)?
  - b. What is the dollar amount of the release time?
  - c. What must also be added and how much?
  - d. What is the total amount being collected?

# Calculation Examples (Fully Funded) **Answers**

1. Dr. Appleseed is a full-time undergraduate professor who teaches four 3-credit classes each semester. Dr. Appleseed is asking to be released from one class each semester. Her base salary is \$82,000.
  - a. What is the percentage of the release time (funded)?  $2/8 = 25\%$
  - b. What is the dollar amount of the release time?  $25\% * 82,000 = \$20,500$
  - c. What must also be added and how much? **Fringe of  $42\% * 20,500 = 8,610$**
  - d. What is the total amount collected?  $\$20,500 + \$8,610 = \$29,110$
  
2. Dr. Johnnycake is a full-time graduate professor who teaches three 3-credit classes each semester. Dr. Johnnycake is asking to be released from one class each semester. His base salary is \$97,000.
  - a. What is the percentage of the release time (funded)?  $2/6 = 33\%$
  - b. What is the dollar amount of the release time?  $33\% * 97,000 = \$32,010$
  - c. What must also be added and how much? **Fringe of  $42\% * \$32,010 = \$13,444.20$**
  - d. What is the total amount collected?  $\$32,010 + 13,444.20 = \$45,454.20$

# Calculation Examples (Partially Funded )

1. Dr. Jack Jill is a full-time professor who teaches four 3-credit classes each semester. Dr. Jack Jill is asking to be released from one class each semester. Her base salary is \$82,000. The amount in the grant is to cover the cost of an adjunct professor at \$4500.
  - a. What is the percentage of the release time being request for course reduction?
  - b. What is the percentage of the salary for release time being requested?
  - c. Amount released
  - d. What must also be added and how much?
  - e. What is the total amount collected?

# Calculation Examples (Partially Funded) Answers

1. Dr. Jack Jill is a full-time professor who teaches four 3-credit classes each semester. Dr. Jack Jill is asking to be released from one class each semester. Her base salary is \$82,000. The amount in the grant is to cover the cost of an adjunct professor at \$4500.
  - a. What is the percentage of the release time being request for course reduction?
    - i.  $2/8 = 25\%$
  - b. What is the percentage of the salary for release time being requested?
    - i.  $(4500*2)/82,000 = 10.98\%$
  - c. Amount released =
    - i. \$9,000
  - d. What must also be added and how much?
    - i. Fringe of 42% = \$3,780
  - e. What is the total amount?
    - i.  $\$9,000 + \$3,780 = \$12,780$

# Procedures for Requesting Release Time

1. The Faculty Member or Staff initiates the Faculty Grant Release Time Request Form (FGRTRF) for the faculty member who is requesting release time; each grant should be included on this form.
2. The Principal Investigator approves the release time request form.
3. Chair/Dean/Director/Provost (Direct supervisor of Faculty Member requesting release time) approves the release time request form.

# Procedures continued

1. Office of Sponsored Programs and Research reviews the release request form for accuracy and approves it
2. Office of Human Resources processes the split of salary based on the approved release time request
3. Provost Office Budget Officer reviews and approves request



# School's Grant Release Time Processing

1. The School's Budget Officer completes the School Grant Release Time Form and the Release Time Budget Allocation Form.
2. The Dean approves both the School Grant Release Time Form and the Release Time Budget Allocation form.



# Return of Release Time Funds to Schools

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Once both the School's Release Time Form and the Release Time Budget Allocation form have been approved, the University Budget Office will allocate the release time funds to the newly created School's Release Time Cost Recovery Budget/Center based on the allocations requested.

# Release Time Budget Allocation Form

## RELEASE TIME BUDGET ALLOCATION FORM

Index:

Fund No:

Organization No:

Program No:

Project Title: **Release Time Recovery Account**  
 Principle Investigator: **Various**  
 Project Start Date: **07/01/2022**  
 Project End Date: **06/30/2023**  
 Funding Agency: **Various**

### Proposed Budget Allocation

Acct. Code	Description	Agency Funding	MSU Cost Share	Total Funding
01	Regular Salaries Budget Pool	\$0.00		\$0.00
01	Regular Emp Benefit Budget Pool	\$0.00		\$0.00
01	<b>TOTAL REGULAR SALARIES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
02	Contractual Salaries Budget Pool	\$0.00		\$0.00
02	Contractual Emp Benefit Budget Pool	\$0.00		\$0.00
02	<b>TOTAL SALARIES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
03	Communications Budget Pool	\$0.00		\$0.00
04	Travel Budget Pool	\$0.00		\$0.00
06	Fuel & Utilities Budget Pool	\$0.00		\$0.00
07	Motor Budget Pool	\$0.00		\$0.00
08	Contractual Services Budget Pool	\$0.00		\$0.00
09	Supplies Budget Pool	\$0.00		\$0.00
11	Equipment Bud Pool	\$0.00		\$0.00
12	Grants & Contributions Pool	\$0.00		\$0.00
13	Fixed Charges Budget Pool	\$0.00		\$0.00
14	Land & Structures Budget Pool	\$0.00		\$0.00
	<b>TOTAL DIRECT COST</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
15	Indirect Cost Exp	<input type="text"/>	<input type="text"/>	\$0.00
	<b>TOTAL PROJECT COST</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

### FINANCE AND MANAGEMENT USE ONLY

Entered in Banner Finance by / Date

# Next Steps

1. Where to find the forms?
2. Why is it important for you and your department to submit the forms in a timely manner?
3. What types of reconciliation need to be done at the end of the year?
4. How do I access the release time funds?
5. Can funds be carried over from year to year?