Sponsored Programs Faculty Release Time Policy

**Purpose:**

Describe the procedure used to charge a portion of a faculty member’s university appointment salary to a sponsored project.

**Definitions:**

Release time occurs when a portion of a faculty member’s weighted teaching units (WTUs) is reduced in order to allow the faculty member time to work on a sponsored project.

**Policy:**

Faculty release time is used to “buy out” a faculty member’s time. Weighted teaching units (WTUs) are released when a Dean authorizes a faculty member to spend time working on a project instead of teaching a class. The grant reimburses the University for this time. Faculty members who are released during the academic year must complete a Release Time Form that identifies the number of units being released for each project and the salary and fringe amount to be paid by the grant reimbursed to the university. The form must have all appropriate signatures and returned to the Office of Sponsored Programs. Once the form has been returned the Sponsored Programs administrator will encumber the funds for salary and fringe benefits until Sponsored Programs receives an invoice from the University; at which time the invoice will be paid and the encumbrance will be converted into an actual expense on the grant.