

**NEW POLICY:** This policy governs the process for faculty members and full time staff to request and receive approval for use of external funds to replace a part of their normal workload.



## **NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY**

### **Section V—Research 3.0**

#### **Release Time**

##### **ADMINISTRATIVE POLICY**

#### **I. PURPOSE**

This policy governs the use of external funds to replace a portion of the employees' normal workload that is paid through the university's funds.

#### **II. SCOPE OF POLICY**

- A. This policy applies to tenure-track and tenured faculty, non-tenure-track full-time faculty, fulltime research staff, principal investigators, directors of centers and institutes, department chairs, college deans and supervisors of administrative units.
- B. Eligibility: All full-time faculty members, staff and non-tiered administrative employees are eligible to apply for Release Time.

#### **III. RELEASE TIME**

- A. Release Time is the percentage of time that is charged to a sponsored award instead of the state supported budget. The same percentage of the Institutional Base Salary and corresponding fringe benefit is thus released and can be repurposed by the unit supervisor.
- B. For the purposes of Release Time, release from one course each semester shall be set at the College level and shall not exceed 25% salary for the release of one semester course.
- C. As allowed by the sponsor, sponsored programs must budget sufficient salary, fringe benefits and indirect costs to cover release time costs and these costs must be documented in the sponsor-approved proposal, be approved by the dean or unit head, and stored in the University's electronic research administration system.
- D. Adequate Release Time should be budgeted for the academic year for nine-month faculty and for the calendar year for 12-month faculty or staff to reflect the level of effort needed to carry out the work on the sponsored project. Faculty can be awarded Release Time for either one or two semesters for 9-month academic-year appointments or for six or twelve months for 12-month appointments.

- E. Release Time should be requested through the Internal Salary Authorization Form as soon as the sponsored project is awarded and should be effective at least by the start of the next semester.
- F. Salary funds generated through Release Time should be aggregated at the college or division level, or at a level determined by the college dean or division head, and may be rebudgeted by the college dean, division head, or their designee(s) to meet salary and non-salary expenses. If release time is used for course reduction, the release-time funds must first be used to meet teaching responsibilities, and may not be used for non-teaching expenses before February 1. All release time dollars must be used within the same fiscal/academic year. No carryover is allowed across fiscal/academic years.
- G. Employees on release time are expected to devote the appropriate effort to the awarded project to ensure its completion within the awarded period of performance and to document their time and effort in the prescribed University system.
- H. Release time exceeding 50% must be approved by the Provost. Changes in Release Time, as budgeted, must be approved by the dean and by the sponsoring agency as required by regulations.
- I. Employees on Release Time are eligible for consideration for merit salary increases, promotion, and one-time payments or any other salary adjustments approved by the General Assembly, the Board of Governors, or the University.
- J. Employees on Release Time will continue to receive University contributions for the State Health Plan. They will also continue to receive the University's contributions for the N.C. Teachers' and State Employees' Retirement System or the University Optional Retirement Program.

#### **IV. IMPACT ON TOTAL SALARY**

An employee's total salary for their stated contract period remains equal to the Institutional Base Salary, regardless of the extent of Release Time. Furthermore, anyone receiving Release Time may not receive supplemental salary for extra workload. However, if approved by the sponsoring agency, a salary supplement may be awarded to cover expenses related to time spent away from campus.

#### **V. APPROVAL PROCESS**

Release Time is requested, approved and documented through the Personnel section of the RAMSeS proposal module. Upon sponsored project award setup, the employee must complete and submit the Internal Salary Authorization Form (ISAF), so that salary and fringe benefits can be charged to the award.

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Approved

Date Effective: Upon approval

First approved: Jun, \_\_ 2019