

# CHHS Faculty Effort Release Time Guidelines

*A guide to cost shared effort and buyout during the academic year*

These guidelines are designed to assist unit leaders and faculty in planning a faculty member's workload with consideration to a sponsored project. It is ideal that faculty and their unit department head/director create a workload plan during the proposal stages of a sponsored project. These guidelines may not be applicable in all circumstances.

## Definitions

**Academic Effort:** Faculty expectations (effort) for the 9-month academic year (teaching, research, service).

**Release Time:** When a faculty member is given approval to dedicate a percentage of their academic effort toward a specific project.

**Buy Out:** Funding provided by a sponsor that will compensate a faculty member's department/unit so they may be released from regular academic effort in order to dedicate a percentage of their effort to the sponsored project.

**Cost Share:** A contribution of internal resources from the university (i.e. the faculty member's department/unit, college, or other source) to support the budgetary requirements and success of a sponsored project; faculty release time may be considered for cost share. Cost share is documented internally and reported to the sponsor.

See [Policy & Procedure Document Faculty Workload & Compensation](#) for more information.

### **CHHS procedures for assessing released effort in regards to buy out effort or cost shared effort:**

**Buy out effort:** Typically, effort that is "bought out" by an external sponsor will be considered a percentage of the faculty's teaching effort first, if applicable. Generally, 10% of effort is one course per academic year. Buy out of 10% of effort would release the faculty member from one course in either the spring or fall semester.

**Cost Shared effort:** Cost Shared release time will be considered a percentage of a faculty member's research effort, as part of their faculty contract expectations.

Note: WKU faculty must teach a 1:1 load, as a minimum (faculty cannot buy out 100% of teaching effort during the academic year).

All release time commitments will be evaluated on a case-by-case basis.

When creating a grant budget, you will work with OSP and the CHHS Grant Accounts Specialist. Consider the following:

1. Work with OSP to determine if release time or cost share is required and/or allowable by the sponsor.
2. If the sponsor allows or requires release time or cost share, consider the time you will need to make the project successful.
3. Discuss your intention for release time and coverage options with your unit leader and program coordinator. Share documentation of this arrangement (email) with CHHS Grant Accounts Specialist.
4. Share with the OSP team member the percentage of release time you will request for the project. They will calculate this automatically into the drafted proposal budget spreadsheet.

Refer to the [CHHS External Grant Submission Information document](#) for more detailed information about the submission process.