

Department of Engineering Education (EED) Release Time Policy (Effective 4/19/18)

Budgeting Release Time and Off Duty Pay (ODP) in a Proposal

The EED does not mandate a release time percentage for a proposal. Faculty members are encouraged to budget sufficient funding in a proposal for desired EED course release and/or ODP.

- **9-month faculty:** Release time can be charged monthly only between September and May.
- **12-month faculty:** Release time can be charged monthly.

will be calculated for faculty based upon their annual base salary plus benefits.

Requesting and Funding Course Releases

A faculty member may request only one course per semester. Course release requests must be submitted by February 1 for the following academic year. Funds must be available in an account before a request can be granted. A course release may not be granted in a semester, if, for example, a qualified substitute instructor is not available.

Other exceptions to this policy can be reviewed at the discretion of the Department Chair and are based upon instructional needs of the EED.

The cost of each course release is 12% of one's annual base salary plus benefits. If current funding is not sufficient to fund a course release in a given academic year or a course release cannot be granted, funds allocated for course release can be banked (i.e., stored up for use in subsequent years when sufficient funding for a course release is available or a course release request can be granted).

ODP Policy

While 3 months of Off Duty Pay (ODP) are possible for 9 month faculty, per OSU policy, the maximum ODP that can be billed to OSP grants is 2.5 months. In order for a faculty member to request ODP, they must first have made contributions toward release time contributions.

- **9-month faculty:** For each request of 0.25 months of ODP, a faculty member must first have contributed 1.5% release time of annual salary (including benefits) from their grant support. To receive the full 2.5 months of ODP a faculty member must have contributed 15% release time.

Research Incentives

The department will return 25% of a faculty member's release time for salary (not benefits) to a research incentives account. Research incentives will be distributed once a year in July for the previous year's activity and will be designated to a faculty member's EED account as follows:

- Org 14510 – Fund 017000 – Program Number (Faculty Specific)

Cost Sharing

The EED will not typically cost share. If cost sharing is written into a proposal without prior approval by the Chair, any requested money will be deducted from a faculty/staff member's research incentive account.

It is highly recommended that graduate student tuition and fees be charged to sponsored research projects.

Updated 04/17/18