

Date: July 23, 2012
To: FASN Chairs
From: Jan Lewis
Acting Dean of Faculty
Re: Course Release Policy

I am writing this memo to remind you about the policy for release time using external funding.

1. Release time, i.e., buy-out of teaching assignments, will be approved by the Dean only in special circumstances. The justification for the request must be presented annually in writing and endorsed by the Chairperson of the requestor's department.
2. If endorsed, course buy-outs must be funded at the rate of
1 course = 1/8 of AY salary.
3. If the course release is paid for by a grant, that grant (or subcontract of a grant) must be run through Rutgers Newark and with F&A returned to FASN.
4. Associate Dean Mirela Ngjela must be provided with the number of the grant against which the 1/8 of salary is to be charged before the beginning of the semester in which the faculty member is to be released from a course.
5. Release time funding will be used to hire a PTL replacement. Any remaining funds will be retained by the Dean's office.
6. Such releases are from teaching only. The faculty member will be expected to perform all other regular obligations.
6. No more than 1/8 release time per semester will be approved. Nor will releases from teaching that would result in a teaching load of fewer than two courses per academic year be approved.