

School of Education Course Release Guidelines
Last Updated: May 7, 2020

Faculty members of the School of Education (SOE) may be released from teaching one or more courses during the academic year to reallocate workload to other assigned responsibilities pertaining to research and service. In all cases, course releases must be approved by the Department Chair and the Dean. In instances where the faculty member does not directly report to a Department Chair, course releases must be approved by the faculty member's supervisor and the Dean.

PART A. WORKLOAD CHANGES ELIGIBLE FOR COURSE RELEASE

Pending available resources and approval by the Department Chair and Dean, the following changes in workload are eligible for a course release:

- A1. A formal Research Assignment awarded by the Provost's Office
- A2. Grant-supported release from teaching, whereby a minimum of 12.5% of the faculty member's effort is covered by the grant or grants
- A3. Endowment-supported release from teaching, whereby the funds from an endowment are used to cover the instructional cost associated with the released course(s)
- A4. Formal administrative appointments by the Dean, such as Department Chair, Associate Chair, Center/Institute Director, or other administrative posts serving the mission of the SOE
- A5. Research time for newly appointed tenure-track faculty
- A6. University-level administrative appointments awarded by the Provost (e.g., Faculty Senate Chair) or other offices of the central administration.

PART B. WORKLOAD CHANGES COMMONLY INELIGIBLE FOR COURSE RELEASE

Service responsibilities that are commonly not deemed eligible for course release include:

- B1. Service to professional organizations or journals (e.g., leadership of professional organizations, editorship, etc.), unless the organization is providing financial support that can cover the faculty member's salary as detailed under Point A2.
- B2. Administrative service duties specific to a particular department, such as coordination of individual academic programs, serving as Director of Graduate Studies, student advising, and student mentoring. Workload associated with such duties typically is assigned as service responsibilities of faculty members.

PART C. PETITION FOR EXCEPTIONS

All tenure-track and clinical faculty are expected to engage in service activities in support of their department's mission, academic programs, and associated student success. While the nature of this service will vary across faculty members, for tenure-track faculty members it is expected that this service load reflects six semester hours (out of a total of 24 semester hours) per year, as detailed in the UNCG Faculty Workload Guidelines. In certain cases, the workload of a faculty member may contain a level of service engagement to the institution that clearly and substantially exceeds the six credit hour allocation expected of a traditional workload. Examples include, but are not limited to:

- (a) Leadership of departmental academic programs and functions (e.g., coordination or directorship) of very large academic programs having students on the order of 100 or more
- (b) Leadership and/or management of administrative structures (e.g., clinics, consulting offices) supporting the academic mission of the department
- (c) Advising and other student success support for a very large number of students (on the order of 100 or more)
- (d) Extensive marketing and/or recruitment efforts to enhance student enrollment that involves consistent travel throughout the semester or other substantial time allocation related to external engagement of constituents related to student recruitment

In these extreme cases, the Department Chair may petition for an exception to the above workload guidelines to allow course release in accordance with the expanded service load. In this instance, a formal petition is submitted by the Chair to the Dean by May 31 prior to the academic year in which the exception will commence. The petition shall address:

- (a) A detailed justification for the course release
- (b) The expected term (up to a maximum of three academic years) of the course release
- (c) A summary of the departmental funding available to support the cost of the Part-Time Lecturers required to be hired to cover the anticipated gap in instructional coverage created by the course release. The cost of the Part-Time Lecturer is monetized at the current average cost of Part-Time Lecturer per three-credit hour course. In instances where the expected term is multiple years, the summary of departmental funding supporting the cost of the Part-Time Lecturers shall be detailed for each year of the term. The following points can guide this summary:
 - (i) If the department has resources to cover the full cost of the Part-Time Lecturers, then this can be indicated.
 - (ii) If the department does not have resources to cover the full cost of the Part-Time Lecturers, then the summary should detail how the cost will be shared between the department and the Dean's Office over the term of the term of the course release. It may be the case that the distribution of the cost changes across the years of the term. It may be helpful to have initial conversations with the Dean to inform the nature and viability of the proposed plan.

PART D. FUNDING SOURCE FOR COURSE RELEASES

All course releases shall have a documented funding source. Eligible course releases defined under Part A have specified funding sources (e.g., grant, Provost's Office, Dean's Office) explicit in the description of the eligibility category. Course releases granted through the petition process outlined in Part D shall have a funding source specified within the petition.

In instances where the department is funding the course release, a plan will be established for transferring funds from the department to the Dean's Office to cover the associated cost.