



## **Policy: Charge-Out on Research Grants for Course Releases**

**Policy:** The School of Humanities, Arts and Social Sciences charge-out policy for course releases for faculty submitting research grants will be 10% per course.

**Rationale:** The typical delineation of the effort of a full-time tenure/tenure-track faculty member is 40% teaching, 40% research and 20% service. The typical teaching load of a full-time tenure/tenure-track faculty member is four courses per year. Forty percent (40%) effort divided by 4 courses per year is 10%.

The PI may petition to alter the charge-out rate through the following process:

- 1) PI notifies the appropriate Business Administrator of the intent to petition the charge-out rate;
- 2) The Business Administrator notifies the Portfolio Business Manager of the PI's intent;
- 3) PI seeks approval to alter the charge-out rate from the Department Head;
- 4) If the Department Head is supportive of the altered charge-out rate, the Department Head recommends the charge-out rate to the Dean by submitting a written request accompanied by the proposal, budget and budget defense;
- 5) The Dean's approval or disapproval of the charge-out rate will be communicated to the PI, the Department Head, the Associate Deans and the Business Staff.