



Time Release & Course Buyouts

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Purpose & Scope:

The purpose of this policy is to establish guidelines for time release and course buyouts related to sponsored awards. It ensures compliance with the [Federal Uniform Guidance \(2 CFR Part 200 Subpart E\)](#) while enabling faculty members to allocate their time effectively between teaching, research, and scholarly activities. This policy applies to all faculty, staff, students, and subrecipients involved in administering sponsored awards that involve time release or a course buyout.

Definitions:

Time Release: The temporary reduction of a faculty or staff member's workload to allocate more time for research, scholarly activities, or other university commitments.

Course Buy-Out: The temporary reassignment of a faculty member's full or part-time teaching duties to focus on sponsored research or other scholarly activities funded by external grants or contracts.

Procedures for Time Release & Course Buyouts

1. Eligibility & Criteria

Faculty members seeking time release or course buyouts must demonstrate a clear alignment between their proposed activities and the goals of the sponsored award. Eligibility and approval criteria are determined by the faculty member's Academic Department Head, in coordination with university and sponsor policies.

2. Sponsor Approval

Faculty members must secure sponsor approval for time release or course buyouts during the proposal submission process. The terms and conditions of the sponsored award must clearly specify the nature, scope, duration, and financial implications of the time release or course buyout.

3. Notification and Agreement

Upon sponsor approval and prior to proposal acceptance, the faculty member must notify their Academic Department Head and obtain their signature on the Sponsored Programs certification form. The completion of this form confirms the department's support for the time release or course buyout.

4. Budget and Cost Allocation



The budget of the sponsored award must allocate adequate funds to cover the costs associated with time release or course buyouts. These costs include the faculty member's salary and benefits, and other relevant expenses, but may not exceed the faculty member's institutional base salary and benefits. Budget details must adhere to both Federal Uniform Guidance and sponsor requirements and will be determined by and/or in consultation with the Office of Sponsored Programs.

5. Teaching Load Adjustment

The Academic Department Head, in consultation with the faculty member, will determine the adjustments to the faculty member's teaching load during the time release or course buyout period. Academic departments must ensure that students' educational experiences are not compromised due to reduced teaching commitments.

Compliance, Documentation & Waivers

All transactions related to time release and course buyouts must comply with Uniform Guidance, ensuring that costs are allowable, allocable, and reasonable. This includes adhering with the institution's time and effort reporting policy and requirements (see Time & Effort policy). All records related to the sponsored award will follow the institution's records retention policy. The university will monitor adherence to this policy to ensure alignment with federal regulations, sponsor requirements and the university's objectives with every submitted proposal. Any proposed modifications to time release or course buyout arrangements must be submitted for sponsor approval. Waivers or changes to these arrangements require written authorization from the sponsor.