



Academic Affairs
Faculty Senate

POLICY AND PROCEDURES FOR THE REIMBURSEMENT OF FACULTY RELEASE TIME FAM 627.2

- (1) It is the policy of the university to seek full salary and benefit reimbursement for all faculty release time. Reimbursement at any other rate is considered cost-sharing, and should be reviewed and approved by the chair/director, and dean according to guidelines established by the Division of Academic Affairs.
- (2) Upon notification that funding for the reimbursement for the release from all or part of a faculty members teaching assignments has been awarded, it is the responsibility of the project director/principal investigator to notify the affected college dean(s) and department chair/school director(s) of the pending funded release(s).
- (3) The college dean, in collaboration with the faculty member and the Foundation Office will prepare and complete a Grant/Contract Fund Transfer Approval Form in order to initiate the contract for the release and the timely transfer of funds from the foundation to the university.