

## **Guidelines for Course Reduction to Administer and Conduct Funded Scholarship**

Since the College emphasizes quality teaching and has a preference that courses are taught by full-time faculty, a course reduction to carry out the terms of a grant is possible, but not automatic. Requests for course reductions must be approved by the department chair and the provost of the college through the internal proposal form (\*see below). Course releases are not automatic, and are normally limited to one course per semester, including other institutionally supported course releases.

A request for a course reduction may be approved to support: (1) scholarly or creative activities above usual expectations, (2) supervision of student research above usual expectations for mentoring students and/or (3) significant administrative responsibilities associated with the grant.

The following administrative guidelines apply to all internal and external support including federally funded and other government, corporations and foundation grants.

- While also helpful for internal purposes, a strong grant proposal will establish the need for a course reduction and will address these questions: 1) why a course reduction is critical for the success of the grant and 2) how the work related to the grant significantly exceeds the work expected under the College's current teaching load.
- If release requests are made for multiple faculty members, the details of the timing of releases must be provided along with the internal proposal form for approval by the department chair and the provost.
- Requests for grant-related course reductions should be submitted to the provost at least 3 weeks prior to submitting the final grant proposal.
- In order to support holistic planning, requests for course reductions will be evaluated by the department chair and provost within the context of other course reductions and staffing needs within the departments.
- In the case of more than one grant or if the PI is also entitled to a course reduction for other campus responsibilities, e.g., chairing a department, CIE administration, or from a Professional Development award, etc., the faculty member's teaching load usually is not reduced by more than a total of one course per semester. Exceptions to this guideline are on a case-by-case basis and are very rare. They must be discussed with and have the approval of the Provost of the College.
- Banking of course reductions is not permitted.
- Following the awarding of a grant, any change in the initial agreement must be discussed with and approved by the Provost of the College, including in the case of potential no-cost extensions of awards.
- An approved course reduction may be rotated between PI's for the term of the grant.

The cost of course reductions funded by external grants will be calculated at one seventh (14.3%) of the faculty member's salary. In cases where the funding agency limits either the total award or the release funding to less than this amount, the grant budget should list the

remainder as a college match to the award. Where allowed, this budget item is supplemented by benefits and overhead as determined by policies of the funding agency and the business office. These funds will be requested in the proposed grant budget that is submitted at least three weeks prior to submission of the grant proposal. Grant funds to support course reduction will be used by the college to offset the direct and indirect costs of replacing an instructor.

\*As the internal proposal form is not due until five days prior to proposal submission, it is advisable to submit a request for course releases to [provostoffice@ursinus.edu](mailto:provostoffice@ursinus.edu) three weeks in advance to allow time for follow up conversations if needed. Any request should begin with a conversation and approval from your department chair before submitting. In your submission, please include the number and timing of the requested releases and the rationale as described in the first bullet above.

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