

## ONE-SIXTH RULE

With the approval of their Chair, Dean, and the Vice Provost for Research, full-time faculty may “buy” release time (buy out) from their teaching and other academic responsibilities in order to work on sponsored projects during the academic year by following these guidelines:

Each full-time faculty member's academic year includes six units of time from which they may buy out; each of the six units is equal to 1/6 of the faculty member's academic year salary. Those six units include each course they teach, as well as research/scholarship and service. Each course is equal to one unit, and remaining units are defined by the Chair and Dean of the faculty member's department and school. All six units are eligible to buy out with Chair, Dean and Vice Provost for Research approval.

EXAMPLE: Faculty X in the Psychology Department teaches two courses each semester. Dr. X serves on the plagiarism committee and advises students; she also has time allotted to her research/scholarly activities – she's currently writing a text book with a colleague. Based on this model, her units of time would likely break down as follows:

4 course units, 1 unit of service, and 1 unit of scholarship

Release time will not be granted for less than 1/6 of a faculty member's academic year time. Faculty may request release from any type of unit they wish. To manage minimum teaching levels and other personnel issues, Chairs and Deans may negotiate these arrangements at the time of proposal. However, commitments made at the proposal stage and documented in the Internal Proposal Transmittal Form must be honored should an award be made.

EXAMPLE: Dr. X is proposing a research grant to NSF. She would like to buy out of three courses in order to devote 50% of her effort to the project. The Chair of the Psychology Department needs his faculty to maintain a 1:1 teaching load, however, so he suggests Dr. X buy out of 2 course units, and her one service unit. They agree and document this on the Proposal Transmittal Form for future reference.

Buyout: 2 course units, 1 service unit = 3/6 or 50%

**In all cases, a minimum of 1/6 or one unit buy out is mandatory.** Release time from courses will be available only in multiples of 1/6 and partial buy out of a course will not be permitted. However, there may be circumstances where a researcher needs to buy out a portion of a unit beyond the initial 1/6 unit or units to meet, for example, the sponsor's required level of effort. In instances where a portion of an additional unit or units is required, the unit(s) should be specified, (