

# Research Release Requests for UEA Faculty

## Contract Language

The maximum teaching load for any individual full-time Member on a nine-month, regular appointment, without administrative responsibility or released time shall be 24 credit hours or 32 contact hours per academic year. Faculty with a strong research program may apply for a reduced teaching load. Faculty proposals for such reductions must meet established criteria, be recommended by their department heads, and be approved by the Vice Chancellor for Academic Affairs. The University shall grant a minimum aggregate reduction of 30 credit hours per academic year based on approved applications. Preference will be given to tenure track faculty. (Section 251.221; p. 73)

## Workload Protocol for Research Release

Release credits or time that have been formally approved by the Unit Head and the Vice Chancellor for Academic Affairs are calculated on a 3:4 ratio (i.e., 3.0 credits = 4.0 contact hours) and count toward load and overload except as noted below.

Research release used to fill to the maximum load (typically 12.0 credits/16.0 contact hours) for a term shall not be adjusted downward due to overloads in another term. Research release beyond the maximum load for a term may applied to the other term in that academic year<sup>1</sup> but shall not count toward overload. (Approved 3/9/2020)

Note that faculty who receive a research release award may refuse to yield their research release credits if a need for an instructor for a course emerges. An individual faculty member may not carry over unused research release credits from one year to the next. If, however, the aggregate total research release for an academic year is less than 30.0 credits, the unused credits will be carried forward in the aggregate and added to the research release pool for the subsequent year.

## Research Release Procedures

A minimum of **30 credits** are available for faculty to request teaching release time to work on research related to their academic program, specialty area or expertise. This research:

- should advance the mission of the University of Minnesota Crookston
- should enhance classroom teaching and be appropriate to extend into the classroom and the student experience
- should have any departmental or university funding approved before submission
- should have potential for external funding
- should have potential for interdisciplinary connections to evolve from the research
- may involve other educational or corporate partnerships in collaborative research
- should have the potential to result in a publication

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<sup>1</sup> "Academic year" as used in this document shall correspond with the university calendar. Thus the May and summer terms in 2020 are a part of the 2019-2020 academic year.

Normal requests will be for 3.0 credits release in a semester (a 25% reduction in normal teaching load), though faculty may request other amounts of release depending on the scope of their project. A 1.0 credit release would typically reflect approximately 40-50 hours of work over a semester.

## Application

Due to the volume of research release requests received in recent years, a single application for research release will occur each spring. The application will be for both the fall and spring semesters of the following academic year. Faculty members may apply for release in one or both semesters of the upcoming academic year. Faculty will provide the following information within their application:

- Name of the faculty member
- Title for the research project
- Requested number of credits
- Identification of the semester(s) when the faculty member would prefer to use the research release credits
- A proposed adjustment in workload for the coming year (final workload assignments are made by the Division Head)
- Acknowledgment that the research does not require additional costs to be covered by UMN Crookston beyond those approved by the Division Head
- A brief summary of the research project (~200-300 words)
- Intended deliverables that will show progress at the end of the project (~50-75 words)
- Summary of past accomplishments and deliverables for research release credits received (optional)