

## University of Minnesota Crookston - Research Release Requests Academic Year 2020-2021

### Individual Credit/Contact Hour Limit

This is the wording from the UEA contract: *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.*

### Tenure-Track and Tenured Faculty 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

**Normal requests would be for three credits of release per academic year** – A three credit research release is considered a 12.5 percent reduction in a normal 9 month teaching load. (A request for four contact hours is a normal request for faculty who calculate their teaching load using contact hours.)

**Please note that faculty who are awarded research release time are not eligible to receive overload payment, except as noted in below in the Advising, HON 4030, and 3994 Undergraduate Research sections of these workload protocols.**

To apply for research release time, a faculty member must **submit a completed Research Release Request form to their Unit Head by the deadline posted** so that appropriate time is available to modify schedules or cover classes. Requests must include the following:

1. **Research Information** – the faculty member must submit a document that identifies:
  - a. Quantity and semester of release time requested
  - b. Topic and description of research activities
  - c. Deliverables that will show progress at the end of each semester
  - d. Costs associated with the research
  - e. Sources of additional funding to cover related costs
  - f. Any related requests for assistance on the project
  - g. Summary of accomplishments and deliverables from previously approved research releases within the previous two years
2. **A cover page form** signed by the Unit Head and the faculty member must include:
  - a. What change is being made in the faculty assignment during this release
  - b. How course needs will be provided to students in proper sequence
  - c. Costs identified for the research and accepted by the Unit Head
  - d. What course needs to be covered during the faculty members release time and how it will be covered

### Deadline

Due to the volume of research release requests received in recent years, a single application for research release will occur each spring for the following fall and spring semesters. The application deadline will be February 14, 2020, for the 2020-2021 academic year. The application should be submitted to the Unit Head for your department.