Guidelines for Teaching Load Release for Research Grants for Peabody Faculty
Final Approved January 2021

Faculty members who hold externally funded research projects may be granted a reduction of their teaching time, in recognition of the time required to fulfill their research duties, as long as their grant can provide the needed financial support for that effort. Teaching time can be reduced by no more than two courses per academic year. The minimum teaching load is 1:1, with some exceptions for those with heavy administrative duties (e.g., department chair). Department chairs implement and monitor this policy. Faculty should seek approval for teaching release time in writing from their department chair.

This policy applies to tenured, tenure track, and practice, research, and lecturer (PRL) faculty alike.

Internal grants and faculty funds (start-up funds, PI funds, TIPs grants, etc.) cannot be used for teaching reductions.

A one-course reduction may be granted if at least 17% of academic year salary is charged to externally funded research projects. If PhD student support is included in the external funding for each full year, the faculty rate is 12.5% of faculty academic year salary for a one course buy-out.

Faculty can cover up to 34% (or 25% if a PhD student is supported for one full year) for two courses. In addition, faculty can cover up to 34% (or 25% if a PhD student is supported for one full year) of their salary from multiple external sources of funds or one grant, to buy out of two courses.

If graduate student support is spread across two years (to reach the full amount) then the one course buyout for 12.5 % can be budgeted for one of the two years ( and another course buyout can be at the 17% rate).

PhD student funding includes 100% payroll, 100% health insurance, and 35% tuition. Please note: this policy does not pertain to covering costs for professional students (masters students), or students who are supported on training grants.

There is no additional credit or calculations involving the amount of indirect costs generated.

Guidelines and procedures pertaining to teaching releases are periodically reviewed and revised as needed. This policy is subject to change in a new academic year. Such changes will not be retroactive and will be announced and available on the Peabody Policies webpage.

This policy is not intended to guide researchers on how to decide how much time they will charge to a grant. What is charged to a grant must accurately reflect the time faculty actually spend working on that grant and not what is needed to buy out of a course or teaching assignment.