Guidelines for Teaching Load and Time Block for Peabody Faculty

• 100% of a faculty member’s time is composed of 4 blocks of 25% each. Each block consists of:
  o 1 course at 10%
  o Non-externally funded research at 12.5%
  o Service at 2.5%

• Faculty may buy out 2 blocks of their time (50%) per Academic Year (AY) which releases them from:
  o 2 courses at 20% (Faculty are required to teach the other 2 courses per AY)
  o Service at 5%
  o Non-externally funded research time at 25%

• They may also buy out up to an additional 25% of either non-externally funded research time or service time or a combination of both per AY.

• Therefore, the most a faculty member can charge to externally funded grants and still teach 2 courses is 75%. This is computed the following way:
  o 50% = buying out of 2 blocks (20% teaching; 25% non-externally funded research; 5% service)
  o 25% = buying out of non-externally funded research time and/or service time
### Research Related Time Block Release Policy

**Purpose:** This describes Peabody College policy on research related time block release. The department chairs implement this policy and PRO monitors it by confirming with the faculty member’s Payroll Action Form, his/her teaching load report and student support, if applicable. Peabody does not release faculty from teaching courses but from release of blocks of time that include 10% teaching, 12.5% unfunded research and 2.5% service for tenured and tenure track faculty.

**Eligibility:** Peabody tenured and tenure track teaching faculty. Only externally funded awards are eligible.

**Guidelines:** The following guidelines allow for the “release” from 1 or 2 time blocks per academic year (AY) based on a 4-course teaching load. Credit for time block release can be combined across externally funded projects:

#### One-Time Block Release:
- 25% of academic year (AY) salary charged to an externally funded project
- OR the “discounted” rate
  - 12.5% of AY salary charged to an externally funded project and F&A generated from the grant equal to 100% of current undergraduate academic year tuition
- OR a new policy: the “discounted” rate (does not apply to training grants)
  - 12.5% of AY salary charged to an externally funded project and One semester stipend support for a graduate student at the current college approved rate and 35% of that student’s tuition for a semester and Insurance and fees for one semester (based on 9 hrs) for that student (if permissible on grant)

#### Two-Time Block Releases:
- 50% of AY salary charged to an externally funded project
- OR the “discounted” rate
  - 25% of AY salary charged to an externally funded project and F&A generated from the grant equal to 170% of current undergraduate academic year tuition
- OR the “discounted” rate
  - 37.5% of AY salary charged to an externally funded project and F&A generated from the grant equal to 100% of current undergraduate academic year tuition
- OR a new policy: the “discounted” rate (does not apply to training grants)
  - 25% of AY salary charged to an externally funded project and 2 semesters stipend support for a graduate student at the current college approved rate and 35% of that student’s tuition for 2 semesters and Insurance and fees for 2 semesters for that student (if permissible on grant)

**Procedure:** Faculty should seek approval for time block release from their department chair. Upon approval from the chair, the Research Related Time Block Release Credit Certification Form should be submitted to the Peabody Research Office, Peabody #116-A. Questions may be directed to the Associate Dean for Research.

**Other Guidelines:**
1. Time block release credit may not be transferred to other persons.
2. New Policy: Time block release credit is good for the academic year in which it occurs. For example, if a faculty member is not able to use a time block release in the fall due to departmental denial or because the faculty member reached the maximum time block release for the semester, arrangements can be made to carryover this time block release to the spring. Please complete the Research Related Time Block Release Carryover Form and submit a copy to PRO.
3. To minimize last-minute stress, special arrangements (i.e., exceptions to all guidelines) should be discussed and approved well in advance.
4. Guidelines and procedures pertaining to time block releases are periodically reviewed and revised as needed. The Time Block Release Policy is subject to change in a new academic year. Such changes will not be retroactive and will be announced and available on the PRO website.
5. Cost shared AY salary cannot be used as credit toward a time block release.
6. Do not use this policy to decide how much time you will charge to a grant. What you charge to a grant must accurately reflect the time you actually spend working on that grant and not what you need to buyout a time block.
7. In general, tenure and tenure track faculty are expected to teach 2 courses per academic year but under some circumstances a faculty member may be permitted to teach one course in a given academic year. Under these circumstances the maximum amount of time that can be charged to external grants is 3 time blocks or 75%.
FAQ’s:

(1) Should the faculty member’s Academic Year (AY) salary and/or the F&A generated from the grant be shown within the budget upon proposal submission as cost sharing if they plan to use them as credit toward a time block release?

No.

(2) How should F&A be credited when there are multiple Peabody faculty on a project?

The F&A is credited in direct proportion to their AY percent effort charged to the agency. For example, Professor A charges 25% AY to the agency. Professor B charges 15% to the agency. F&A equal to $40,000 is generated.

Step 1: Add all eligible faculty members’ percent efforts: 25% + 15% = 40%
Step 2: Divide the individual faculty members’ percent effort by the total percent efforts:
   - Professor A: 25% / 40% = 62.5%; Professor B: 15% / 40% = 37.5%
Step 3: Multiply the faculty member’s new percentages by the total F&A generated:
   - Professor A: 62.5% x $40,000 = $25,000; Professor B: 37.5% x $40,000 = $15,000

Time Block Release Carryover Policy

| Purpose: | This policy was developed to acknowledge that faculty might not be able to use their time block release before it expires due to departmental denial or because the faculty member has reached the maximum time block release each year. |
| Criteria: | In order to carryover a time block release, a faculty member must have enough ‘credit’ to carryover an entire release. They may not carryover fractions of releases. See the Research Related Time Block Release Policy for 1- and 2-time block release guidelines. |
| Guidelines: | A time block release may be carried over in the academic year in which it occurs. |
| Procedure: | Faculty should seek approval for time block release carryover from their department chair by completing the Research Related Time Block Release Carryover Form (see Appendix). Upon approval from the chair, a copy of the form should be submitted to the Peabody Research Office, Peabody #116-A. This form documents that you have carried over a time block. |

Non-research Related Time Block Release Policy

| Purpose: | Sometimes faculty have other / special arrangements with their department or with the College to be released from a time block for non-research related reasons. This will be monitored by PRO. |
| Procedure: | Upon taking a time block release for other / special reasons, faculty should complete and submit the Non-research Related Time Block Release Form (see Appendix) to the Peabody Research Office, Peabody #116-A along with documentation that other / special arrangements were made. This may be in the form of a letter or email. |