University of Minnesota, Morris
Guidelines for Faculty Time Release Funds
2012

University of Minnesota, Morris Time Release funding is being made available on a two-year trial period after the Vice President for Research Tim Mulcahy provided funding to the campus in early 2012.

The Time Release Funds are aimed at recognizing the quality research that is being done at UMM and to provide support for tenure-line faculty to dedicate more time to their research.

Five awards will be made available to faculty through a competitive proposal process that will be overseen by the Faculty Development Committee. Each applicant may choose to apply for either:

• an award providing a four-credit course release during the academic year,
  or
• a $5,000 summer release time grant (including faculty salary and fringe benefits).

Funds for successful course release requests will be provided to the appropriate hiring unit to hire temporary staff to teach one four-credit course, labs, etc. Proposals require the applicant to work with their discipline colleagues and division chairs to devise and commit to a plan for accommodating the course release without significantly impacting course availability or colleagues’ workloads. Overload payments to existing full-time faculty members to cover courses are not allowed. Applications require the signature of the appropriate division chair.

After widespread consultation, the summer release time grant has been included as an option in addition to the course release in order to maintain fairness in light of challenges inherent in filling temporary and part-time teaching positions in some disciplines. Whenever possible, course releases are encouraged.

Please fill out the application form and submit the following information:
1. Description of the research or creative project that will be undertaken (1,500 words or less)
2. Description of how you will use this release to advance your research or creative project. If applying for a course release, discuss how your discipline/division plans to cover the release without significantly impacting course availability or colleagues’ workloads. (1,500 words or less)
3. Plan for publication or other product of the project
4. Abbreviated curriculum vita (maximum two pages)
This pilot program is intended to enable a faculty member to complete a dynamic new or ongoing project or activity. The program is available to tenured and tenure-track University of Minnesota, Morris faculty members.

**Timing**
Proposals are due on Monday, November 19, 2012 at 4 p.m. in the Dean’s Office. Course releases from this grant round can be taken Spring 2013, Fall 2013, or Spring 2014 depending on scheduling and course release plan. The summer release time grant will be available for Summer 2013. Please keep in mind that Spring 2013 course releases may be difficult to facilitate given the timing of this program announcement. It is envisioned that a second round of release time grants will take place sometime in calendar year 2013.

**Criteria**
Criteria of this award include:
- The intellectual/creative significance of the proposed research to the field
- The effect on raising the profile of the department or University or directly engaging the public through the project
- The impact on professional development

**Next Steps**
Please print the application form and submit with your proposal to the Dean’s Office (315 Behmler Hall) no later than 4 p.m. on November 19, 2012. Full application materials are available at [http://www.morris.umn.edu/services/acad_affairs/aavarious.html#release](http://www.morris.umn.edu/services/acad_affairs/aavarious.html#release). For questions or assistance please contact Faculty Development Committee Chair Siobhan Bremer (bremers), or Grants Development Office staff Kristin Beck (beck; 589-6469) or Roger Wareham (warehamr; 589-6462).