College of Arts and Sciences

Office of the Dean

**Faculty Teaching Release Guidelines**

**Course Buyouts**

Faculty members may, upon approval of their chair and the dean of the college, use funds from external grants to buy-out some of their teaching.  **The buy-out rate per three credit hour course shall be 17 percent of the academic year salary unless the granting agency prohibits this or otherwise has a cap.**  The cost of lost instruction, if any, will be charged to salary savings resulting from the grant buy-out.  Faculty can submit a Course Buy-Out Request by submitting this [form.](https://resources.as.uky.edu/course-buyout)

**Assignments to External Units to the College**

The chair and the dean of the college must approve all administrative assignments of faculty members to units outside of the college.  If a faculty member has an administrative appointment in a unit external to the college, the external unit will be charged a percentage of the faculty member's salary that is based on the proportion of the faculty member's effort to the external unit.  The chair and the dean of the college along with the head of the external unit will mutually agree on the percentage of the administrative assignment.

**Teaching Release for Probationary RTS Faculty**

Pending a successful third-year progress review, all probationary Regular Title Series faculty are eligible for a one-semester teaching release in their fourth year of probation. If approved, their teaching and service effort will be reassigned to research effort for the semester. Faculty members are required, however, to continue serving on student committees.  The teaching release is offered so that probationary faculty may focus on their research responsibilities in preparation for their tenure and promotion review.  To apply, please see the instructions below.

**Post-tenure Teaching Release (RTS-faculty)**

The College of Arts and Sciences expect that all tenure stream faculty will achieve the rank of full professor within seven to eight years of promotion to associate professor. The College recognizes that for some faculty there will be circumstances that will require variations (e.g., becoming a parent of a child or assuming significant responsibilities for the care of a relative or domestic partner).

In order to support faculty progress towards promotion, the College offers a one-course reduction during the third- or fourth-year after tenure to all regular title series associate professors who were promoted from assistant to associate professor at UK, provided that they have provided continuous service since the receipt of tenure. The course reduction cannot fall in a semester immediately following or preceding a semester of sabbatical leave. The one-course reduction is subject to the approval of the A&S Dean's Office and in consultation with the department chair. To apply, please see the instructions below.

**Lecturer Periodic Course Reduction Associated with Professional Development Opportunities**

As detailed in [AR2-9](https://www.uky.edu/regs/sites/www.uky.edu.regs/files/files/ar/ar2-9.pdf), Lecturer Series faculty employees are eligible to apply for a one-year course reduction, equivalent to six undergraduate credit hours of teaching, after six years of continuous service. The two-course reduction enables Lecturers to devote time to professional development in order to enhance the faculty employee's service to the University. Prior to applying for the Periodic Course Reduction, the Lecturer should first confirm with their Department Chair that they are eligible. In order to apply, the Lecturer should submit a proposal detailing the professional development activities they intend to pursue to their Department Chair during the academic year prior to the desired course reduction. To apply, please see the instructions below.

**Teaching Release Request Application Instructions:**
To apply for a teaching release, please complete Release Request Form and **attach to it a two-page proposal.** The proposal guidelines vary depending on the faculty member’s status. RTS Assistant Faculty should submit a research proposal detailing the scholarly activities that will be undertaken during the one-semester teaching release. RTS Associate Professors should submit a proposal that includes a research agenda, a proposed timeline for promotion to Full Professor, and the progress made since the receipt of tenure. Lecturers should submit a proposal detailing the professional development activities they will undertake with their teaching release.

**Deadline:**
Applications should be submitted by the chair to the Associate Dean of Faculty by **April 15th** for the following academic year. Proposals will be evaluated on a rolling basis, and we encourage early submission. Note: Associate Professors must successfully complete the third-year progress review to receive the fourth-year teaching release.