

Guidelines for Course Reduction to Administer and Conduct Funded Scholarship

Ursinus College supports faculty scholarship and creative activity through internal funding via sources including the Faculty Development Committee and support for seeking external funding using resources such as the Office of Sponsored Research and Programs. A number of other activities to support faculty arise at different times on campus. The reduction of the teaching load, which began in 2006, provided faculty with more time to devote to scholarship and enhanced teaching, including advanced work with students. At times, faculty members are eligible to apply for an additional reduction in teaching load when supported by extramural grants and Faculty Development programs.

Since the College emphasizes quality teaching and has a preference that courses are taught by full-time faculty, a course reduction to carry out the terms of a grant is possible, but not automatic. Requests for course reductions related to externally funded grants are determined on a case-by-case basis by the Dean of the College in consultation with a faculty member's Department Chair. In order for a teaching reduction to be approved, a strong case must be provided as to why a course reduction is critical for the success of the grant and how the work related to the grant significantly exceeds the work expected under the College's current teaching load. Thus a request for a course reduction must identify how that work goes beyond the current college expectation in a significant way.

A request for a course reduction may be approved to support: (1) scholarly or creative activities above usual expectations, (2) supervision of student research above usual expectations for mentoring students and/or (3) significant administrative responsibilities associated with the grant.

The following administrative guidelines apply to all internal and external support including federally funded and other government, corporations and foundation grants.

- The request for a course reduction must be accompanied by these clear statements: 1) why a course reduction is critical for the success of the grant and 2) how the work related to the grant significantly exceeds the work expected under the College's current teaching load.
- The request for a course reduction must be accompanied by the faculty member's proposed course rotation for the expected term of the grant. This rotation must indicate any other course reductions granted or anticipated during this time period. PI's are expected to develop this course rotation schedule in consultation with their department chair (or with the dean or associate dean, if the PI is also a department chair). The proposed course rotation should minimize the impact on the academic program.
- Requests for grant-related course reductions must be submitted to the Dean at least 3 weeks prior to submitting the final grant proposal. Late requests for course reductions to meet grant deadlines will not be reviewed.
- In order to support holistic planning, requests for course reductions will be evaluated by the department chair and dean within the context of other course reductions (pre-tenure leaves, sabbatical, etc.) within the departments.

- In the case of more than one grant or if the PI is also entitled to a course reduction for other campus responsibilities, e.g., chairing a department, CIE administration, or from a Faculty Development award, etc., the faculty member's teaching load usually is not reduced by more than a total of one course per academic year. Exceptions to this guideline are on a case-by-case basis and are very rare. They must be discussed with and have the approval of the Dean of the College.
- In departments with multiple grants and PI's, teaching reductions will be allocated in a way that minimizes impact on the department's academic program and allocates course reductions in an equitable manner.
- Banking of course reductions is not permitted.
- If a course reduction is approved by the dean and included in the grant award, the PI cannot automatically substitute the course reduction for a stipend. Any change in the initial agreement must be discussed with and approved by the Dean of the College.
- If the term of the grant is extended, the PI's must submit a request to the Dean for an extension of the course reduction three weeks before the grant extension is requested.
- If a course reduction is approved by the Dean and there is more than one PI, it is strongly recommended that the request indicate only one PI will receive a course reduction within any academic year.
- An approved course reduction may be rotated between PI's for the term of the grant.

Course reductions funded by external grants that do not provide indirect cost support will be calculated at 10% of the faculty member's annual salary. In cases of all internal funding or any external funding where indirect cost support is provided or where a percentage of salary is not allowed by the granting agency, the cost of replacement faculty will be calculated at the current rate for adjunct salary. These funds will be requested in the proposed grant budget that is submitted at least three weeks prior to submission of the grant proposal.

Grant funds to support course reduction will be used to offset the direct and indirect costs of replacing an instructor. Any remaining funds will be used to support other costs of grant administration, grant writing and general faculty development for faculty scholarship and creative activities.

Revised 10-01-2013