**NAVIGATING THE COURSE RELEASE**

**What is a Course Release?** When, under normal academic year teaching appointment, a faculty member is permit- ted a reduced teaching load to perform work on a special program or externally funded grant. In other words, the person is “released” from part of their teaching obligation while still being paid their regular full time salary.

A **Course Release** may be granted to off- set other department activities, or allow faculty time to conduct scholarly and research activities, grant work, special services, etc.

**What is a Personnel Action Form (PAF)?** The PAF shows the amount of salary to be expensed to the grant/sponsored funder, the grant/sponsored funder’s accounting information, and is signed by the Project Director and Department Head of the faculty project personnel. The PAF must be completed before the start of the semester in which the course release is to be granted.

If a grant/sponsored funding supports a course release, it is the Project Director’s responsibility to coordinate with department head for the faculty working on the project to complete and process a PAF.

*The PAF form can be found on the Human Resources website:* [**http://www.clayton.edu/Portals/24/docs/**](http://www.clayton.edu/Portals/24/docs/)**2013/Personnel%20Action%20Form.pdf**

**How is the Salary to Hire a Lecturer to Teach for Project Faculty Reported?** The salary of the faculty completing the grant work will cover the cost of hiring the lecturer and will come from the faculty member’s department account. Salaries for lecturers hired to teach while the faculty working on a sponsored project completes the grant work should NOT be charged to the grant/sponsored funder accounts

**How are the Full and Part-Time Faculty Salary Differences Recovered?** The difference between a full time and a part time faculty member’s salary can be significant. This salary difference (excluding any fringe benefits) can be recovered by the department and used to off-set grant or departmental expenses. It is the responsibility of the project’s faculty and department head to work with Budget Office to process any budget amendments required to redirect the funds.

**Is Time and Effort Reporting Required?** Yes. A Time and Effort Report is required as back up documentation for any course releases and/or redirects charged to federal sponsored awards.

For assistance in the development of your proposal budget and budget narrative, contact Nicole Harris at (678) 466-5497 or NicoleHarris@clayton.edu or CSU East, Woodlands Hall.

<http://www.clayton.edu/Grant-Contract-Programs/Links>