Faculty of Humanities and Social Sciences Policy re: Release Time Stipends, Banked Time, and Course Buy-Outs in Support of Funded Research Projects

Effective 2016-09-20

Scope of the policy

- Release Time Stipends (RTSs), (also called course buy-outs, research stipends, etc.), in support of multi-year, externally-funded research projects.
- MUNFA CA Clause 3.25 remissions are not included in the scope of this policy.

Principles

- Transparency in the method of allocating RTSs.
- Transparency in the procedures for applying for RTSs.
- RTS support is intended to ensure the feasibility of an externally-funded research project. This support is for projects, more so than for specific applicants or participants.
- HSS recognizes that the strategic use of a researcher’s banked time forms part of the total picture concerning the feasibility of an externally-funded research project.
- HSS recognizes the need to make strategic investments to support complex projects that are larger or multi-year and collaborative in nature.
- RTS support is subject to HSS budgetary constraints and availability of funding.

Appropriate application of this policy

- Normally, the Dean will entertain requests for release time support of a multi-year, externally-funded research project. Requests are typically in support of the PI’s role only.
- The Dean does not provide release time for large-scale funded research (such as Partnership Grants). Instead, the Dean may provide matching funding, subject to availability, and provided that the PI engages with the Dean’s Office well before the application is submitted. The PI and/or grant team may decide to use some of this matching funding to finance course buy-outs for members of the team, in order to ensure the feasibility of the project. See “Procedure for course buy-outs using other sources of funding”, below.

Procedure for awarding RTSs in support of funded research projects

- Post-award stage:
  - Upon confirmation of a successful, externally-funded, multi-year grant application, the applicant may request release time in support of the research project, providing the information requested on the last page of this document.
  - If the request is granted, the Dean will provide a letter (or email) of confirmation to the applicant and the Head.
  - The Applicant will then complete a ‘request for teaching remissions’ form, (available from the Senior Administrative Officer, Linda Corbett), for planning purposes.
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Procedure for using banked time in support of funded research projects

- Pre-award stage: Documentation must accompany the grant signoff form. Documentation should include (a) an email from the applicant, confirming his/her intent to use banked time as an in-kind contribution, specifying the semester during which the banked time will be used; and (b) an email from the Department Head, confirming that the Department’s teaching plan can accommodate the use of the banked time in the specified semester.

- Post-award stage: The applicant and Department Head, etc., will correspond with the Faculty of HSS’s Senior Administrative Officer (Linda Corbett) to document the plans for use of the banked time.

Procedure for using course buy-outs in support of funded research projects

- Background: applicants may have the opportunity to use matching funding from other sources for course buy-outs, subject to the terms and conditions of the matching funding. Examples of other sources of matching funding include the Dean of Humanities and Social Sciences Office, the Office of the VP Research, and external organizations such as the Nunatsiavut government.

- Pre-award stage: Once the matching funding is secured and the applicant has confirmed that the funds can be used for release time, the applicant must negotiate the use of any course buy-outs with the relevant Department Head(s), so that the Head(s) can adjust the departmental teaching plan, if necessary. Documentation of both the matching funding and the Head’s approval for any course buy-outs must accompany the grant application approval form.

- Post-award stage: The applicant and Department Head, etc., will correspond with the Faculty of HSS’s Senior Administrative Officer (Linda Corbett) to document the use of course buy-outs.
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Application for Release Time in Support of an Externally-Funded, Multi-Year Grant Application. Please prepare a package with the following information and send it to the Associate Dean (Research and Graduate), preferably in electronic form:

1. A cover letter with the following information:
   a. The semester during which you plan to take the remission: (e.g., Fall 20xx / Winter 20xx)
   b. Justification for the need for a teaching remission (one-page maximum).
   c. A description of your accrued banked time, as of the time of uptake of the grant award, and its relationship to the research project in question (one-page maximum).
2. A copy of the finalized grant application, and of the notice of award.
3. Documentation of Departmental (Head’s) approval for release time in the requested semester, including confirmation that the release time can be accommodated within the departmental teaching plan for the relevant year.
4. Your up-to-date CV or CCV.

Please note that awarding of release time is subject to the availability of funding.