

HUMANITIES DIVISION GUIDELINES ON

I. COURSE BUYOUTS FOR RESEARCH

II. COURSE REPLACEMENT FUNDING FOR OFF-DEPARTMENT TEACHING ARRANGEMENTS

III. COURSE REPLACEMENT FUNDING FOR INSTITUTIONAL SERVICE

(October 30, 2013)

These guidelines clarify the funding arrangements expected by the division when faculty members' teaching obligations to their departments are modified in three types of situations: extramural research grant buyout of the faculty member's appointment to devote additional time to research, course replacement funding associated with "off-department" teaching, and course replacement funds for assigned administrative or senate service duties.

I. USE OF EXTERNAL FUNDING FOR BUYOUT OF TEACHING TIME IN ORDER TO INCREASE TIME FOR RESEARCH

Faculty who receive extramural grants or fellowships to support their research may use this funding to increase their percentage time for research by using the funds to fund research leave. There are two options:

- A. The most common scenario in Humanities is the **Fellowship/Research Leave** arrangement (e.g. UC Presidential Fellowship in the Humanities, Stanford Humanities Fellowship, ACLS, NEH, Guggenheim, UCHRI residential fellowships, etc.). Fellowships rarely cover a faculty member's full salary, and so the division has a policy that combines the fellowship with contribution of sabbatical credits and a divisional "top-up" contribution to allow the faculty member to have a research leave. See: http://humwww.ucsc.edu/about/administration/academic-human-resources/ahr_web_forms/DivSalSupp.pdf
 1. The faculty member notifies the department and division of the fellowship application for research funding during the normal curriculum and leave planning process and requests a divisional salary supplement for the research leave (early fall for the next academic year, e.g., fall 2013 for the 2014-15 academic year).
 2. When the faculty member receives notification that the research/fellowship has been funded, the division provides a proposed leave arrangement that includes the funds from the research/fellowship,

a possible divisional salary supplement, and often contribution of sabbatical leave credits to allow for up to a full year leave at 100% salary. This proposed arrangement is submitted to the chair for approval and to the faculty member for concurrence with the arrangement.

3. The faculty member is placed on a research leave for the part of the academic year in question covered by the arrangement. If the external funds have come through the University, the salary is fully distributed through UC Payroll. If the extramural portion is paid directly to the faculty member by the funding agency, then the UC Payroll portion is the difference between the faculty member's regular salary and the extramurally funded salary. During the period of the research leave, all effort goes toward the research project.
4. Any course replacement funding to the department is based on the Humanities Division course replacement policy (e.g., 1 quarter of leave = 0 course replacements; 2-3 quarters of leave = 1 course replacement).¹

B. **Course Buyout.** This option governs the case where a faculty member wishes to request funds as part of an extramural grant proposal to increase time during the academic year to devote to the research project by reducing teaching obligations. See:
<http://officeofresearch.ucsc.edu/osp/linked-docs/policyltrtdivdeans.pdf>

1. This option assumes that the research proposal to the funding agency includes a formal course buyout arrangement. The amount for the course buyout is calculated based upon the faculty member's actual salary (1 course = 15% annual; 45% quarterly). The faculty member must secure approval from the department chair prior to submitting the proposal so that the Chair is aware of the possible reduction in teaching should the funding be approved.
2. After notification that the grant has been funded, the faculty member's appointment will be divided proportionately so that the additional research effort is represented by an appointment in the appropriate professorial research title. This is not a research leave arrangement; the faculty member must remain in residence and continue to meet remaining teaching and service obligations.
3. Course replacement funding to the department is based on the Humanities Division course replacement policy. (Typically, there is no

¹ In some cases the UCHRI residential fellowship program has provided some course replacement funds for the convenor. These have been passed through to the department under the division's course replacement policy.

course replacement funding to the department since this is not a “leave” situation.)

II. FUNDING TO REPLACE DEPARTMENTAL COURSES WHEN A FACULTY MEMBER IS TEACHING OUTSIDE OF THE DEPARTMENT (Course Replacement Funding)

Programs with a source of funds available to support their curricula may agree to provide course replacement funding to a department to enable one of its faculty members to teach a course outside the department. In this case, the individual faculty member’s teaching obligations will remain the same but the department receives compensation for the “off department” teaching.

1. Such arrangements assume that the chair of the home department of the faculty member has agreed to the off-department teaching assignment and is willing to accept replacement funding. Such arrangements should not be considered a faculty entitlement.
2. The value of the course replacement is recommended to be 1/8th of Assistant Professor, Step III salary rate but can be as negotiated between the funding authority and the department chair.
3. An agreement is drawn up that includes:
 - a. Period of agreement;
 - b. Amount and source of course replacement funding;
 - c. Signatures (Fund source authority; department chair of home department; faculty member; dean’s approval)

III. INTERNAL FUNDING TO REPLACE DEPARTMENTAL COURSES WHEN A FACULTY MEMBER IS TAKING ON A SERVICE OR ADMINISTRATIVE ROLE FOR THE CAMPUS OR UC SYSTEM (Course Replacement Funding)

Sample scenario: The campus, Academic Senate, administrative program (e.g., EAP), etc., appoints a faculty member to take on an administrative role or to provide service that requires a substantial time commitment.

1. Academic Senate (course replacement valued at 1/8th of Assistant Professor, Step III salary rate). Under Humanities course replacement policy, this is passed through to the department.

2. Administrative appointments (Deans, Provosts, Faculty Assistants, EAP Directors). Usually include appointment into an administrative title, research support to the individual, and course replacement funding for the department. Under Humanities course replacement policy, course replacement funding is passed through to the department.