

University of Minnesota, Morris Time Release Funds

Guidelines

University of Minnesota, Morris Time Release funding is being made available on a two-year trial period after the Vice President for Research Tim Mulcahy provided funding to the campus in early 2012.

The Time Release Funds are aimed at recognizing the quality faculty research that is being done at UMM and to provide support for tenure-line faculty to dedicate more time to their research.

Five awards of equal value (\$5,000 each) will be made available to faculty through a competitive proposal process that will be overseen by the Faculty Development Committee. Each applicant may choose to apply for *either*:

- an award providing a four-credit course release during the academic year,
- or*
- a \$5,000 summer release time grant (including faculty salary and fringe benefits).

Funds for successful course release requests will be provided to hire temporary staff to teach one four-credit course, labs, etc. Proposals do require the applicant to work with their colleagues and division chairs to devise and commit to a plan for accommodating the course release without significantly impacting course availability or colleagues' workloads. Overload payments to existing full-time faculty members to cover courses is not allowed. Applications do require the signature of the appropriate division chair

After wide-spread consultation, the summer release time grant has been included as an option in addition to the course release in order to maintain fairness in light of challenges inherent in filling temporary and part-time teaching positions in some disciplines. Whenever possible, course releases are encouraged.

Process

The application consists of:

1. Description of project – 1,500 words or less
 - a. Please describe your research or creative project that will be undertaken. Also address how your project fulfills each of the criteria listed below.
2. Please describe how you will use this release to advance your research or creative project and, if applying for a course release, discuss how your discipline/division plans to cover

the release without significantly impacting course availability or colleagues' workloads.
(1,500 words or less)

3. Plan for publication or other product of the project
4. Abbreviated curriculum vita (maximum two pages)

This fund is available to tenured and tenure-track University of Minnesota, Morris faculty members. This is to enable a faculty member to complete a dynamic new or ongoing project or activity.

Timing

Proposals are due on November 19, 2012 4pm in the Deans office. Course releases from this grant round can be taken spring 2013, fall 2013, or spring 2014 depending on scheduling and course release plan. The summer release time grant will be available for summer 2013. Please keep in mind that spring 2013 course releases may be difficult to facilitate given the timing of this program announcement.

Criteria

Criteria of this award are:

- The intellectual/creative significance of the proposed research to the field
- The effect on raising the profile of the department or University or directly engaging the public through the project
- The impact on professional development

Next Steps

Please submit proposals to the Dean's Office (315 Behmler Hall) no later than 4pm November 19, 2012. For questions, please contact Siobhan Bremer at bremers@morris.umn.edu or Mark Logan at loganm@morris.umn.edu or Farah Gilanshah at gilansf@morris.umn.edu

Time Release Funds program To Do List

Determine Timeline

Determine Faculty Review Committee

Develop Frequently Asked Questions (FAQs)

Finalize Guidelines

Finalize Application

Finalize Call for Applications/program announcement

Determine where electronic materials will reside (dean's office web pages, FDC pages, digital well, etc.)

Determine what communications need to come from FDC and from Dean's Office, if any

Figure out what else we missed

Draft Timeline

Oct. 04	Determine faculty review committee and make recommendations to the dean's office
Oct. 04	Develop FAQs
Oct. 04	Finalize guidelines, application and call for applications
Oct. 08	Send out announcement campus wide (probably FACPA list)
Nov. 19	Proposals Due
Dec. 06	Proposals reviewed and discussed
Dec. 10	Recommendations to Dean
Dec. 12	Dean announces to recipients