

GFO Course Releases and Stipends

The UW Bothell General Faculty Organization (GFO), through agreement with and funding from the Office of the Chancellor and the Office of the Vice Chancellor for Academic Affairs, provides course releases for service as specified below. The purpose of this document is to instruct faculty and School budget administrators on how to claim these course releases.

First, to serve as a reference, here is an inventory of recurring funded course releases and stipends:

Inventory of GFO Leadership Course Releases

Leadership Position	Number of Releases in the Year of Service
GFO Chair	3
GFO Vice Chair	3
CCPB Chair	1
CCASC Chair	2
CCAL Chair	1

Inventory of Course Releases for GFO Council Membership

Council Membership	Number of Releases (and when to be exercised)
GFO EC ¹	1 (to be exercised in the 2 nd year of service)
CCPB	1 (to be exercised in the 3 rd year of service)
CCPTFA ²	1 per year of service, to be exercised during the year(s) of service

Inventory of GFO Vice Chair/Chair Stipends

Leadership Position	Stipend
GFO Vice Chair	2 weeks of summer salary
GFO Chair	2 weeks of summer salary

Note: The 2 weeks of summer salary must be claimed by June 31 during the year of service.

Process for Soliciting and Approving Course Release Claims

1. In the spring quarter of each academic year, after campus and school elections for council representatives and GFO officers are concluded and after councils have elected their chairs for the following academic year, the Program Coordinator of the GFO will solicit claims from the faculty who are entitled to a course release during the following academic year and confirm that the respective faculty members are able to serve during the respective academic year.
 - a. A faculty member who is unable to serve may not claim a release for that academic year.
 - b. All claims must be made by June 31 to be processed for the following academic year.
2. All claims for course releases shall be certified by the Chair of the GFO before being submitted for further approval and budget allocation.

¹ Not including GFO Chair, Vice Chair, and Past-Chair, who are members of EC.

² CCPTFA releases are supported by the Office of the VCAA. Contact the Office of the VCAA for information on how to charge these releases to their budget.

3. By July 15, the GFO Program Coordinator shall
 - a. send a memo to the OE/HR Manager for Faculty and to the Director of Academic Budgets, informing them which faculty members are certified by the GFO Chair for course releases and how many,
 - b. inform each faculty member of the status of their claim (denied or approved) and let them know that the allocation of their claim is dependent on fiscal review, and
 - c. send a memo to each affected faculty member's School budget authority detailing the number of course releases and the time frame during which they must be claimed.
4. By August 1, the Director of Academic Budgets will inform the GFO Program Coordinator and the OE/HR Manager for Faculty that the fiscal review is completed.

Process for Expending Course Releases (for School Budget administrators)

- The salary and benefits expenditures associated with approved course releases and stipends should be charged directly to the GFO budget (06-0337). *Funds will not be transferred to the schools of faculty members who are receiving course releases for service; rather, school administrators will transfer the charges to the GFO budget.*
 - Within the academic year of the approved course release:
 - The school administrator for faculty member receiving the course release should transfer the appropriate salary and benefits charges to the GFO budget
 - For biennium 2017-2019, GFO will pay \$6000 of the faculty member's salary, plus benefits.
 - In the notes associated with the transfer in myFD, the school administrator will list the purpose of the approved course release (e.g. "Professor <name> served as a second year voting member of the GFO Executive Council").
 - Course releases may not be charged to the GFO budget retroactively (i.e. after the academic year in which the faculty member was approved for a release).
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FAQ

Question. What if a faculty member cannot claim their course release during the year of service for which the release was intended? Can that faculty member save that release for another year?

Answer. No. The release must be claimed during the academic year for which the release was granted.

Question. Can a faculty member get summer pay instead of a course release?

Answer. No.

Question. What happens if I cannot serve a complete multi-year term on a GFO council which awards service stipends for the last year of service, such as EC or CCPB - can I still receive the service release?

Answer. No. You must serve the full term of service, and then you may claim the release in the final year of service.

Question. \$6000 + benefits is not enough to pay for a part time faculty member to cover the course for my release – will GFO increase the amount of the stipend?

Answer. No. \$6000 + benefits represents the campus' commitment to service releases, and it is expected that the Schools will also contribute to this service commitment by making up the difference.