

## GFO Course Release Policy

The UW Bothell General Faculty Organization (GFO), provides course releases for service as specified below. The purpose of this document is to document the course release policies and instruct faculty and school budget administrators on how to claim these course releases.

### INVENTORY OF RECURRING FUNDED COURSE RELEASES SUMMER SALARY BENEFIT:

#### Course Releases for GFO Leadership

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
CCPT Chair	2

#### Course Releases for GFO Council Membership

Council Membership	Number of Releases (when to exercise)
GFO EC <sup>1</sup>	1 (in 2 <sup>nd</sup> year of service)
CCPB <sup>1</sup>	1 (in 3 <sup>rd</sup> year of service)
CCPT	1 per year of service (in year of service)

#### Summer Salary for GFO Vice Chair/Chair

Leadership Position	Summer Salary Benefit
GFO Vice Chair	2 weeks of summer salary
GFO Chair	2 weeks of summer salary

*Note: Summer salary for GFO Chair & Vice Chair must be claimed by **June 30** during the year of service.*

### PROCESS FOR SOLICITING AND APPROVING COURSE RELEASE CLAIMS:

1. For recurring course releases (listed above):
  - a. In spring quarter, after campus and school elections for council representatives and GFO officers have concluded and council chairs have been elected, the GFO Program Coordinator will solicit claims from faculty 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 faculty member who is unable to serve may not claim a release for that academic year.
    - All claims must be made by June 30 to be processed for the following academic year.

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<sup>1</sup> Not including GFO Chair, Vice Chair, and Past-Chair, who are members of EC and CCPB.

2. For situations that appear to merit an unscheduled course release:
  - a. Submit a written request (preferably as part of the annual approval of course releases, see above) to the appointing GFO council for discussion at a meeting of the appointing council. The written request should:
    - Itemize the nature of the service commitment and types of activities expected
    - Indicate the amount of effort per unit time (e.g., week, month, quarter)
    - Describe the expected duration of the expected service
    - Indicate the total amount of effort over the duration of the service
  - b. The appointing council may recommend to the GFO Executive Council a course release if the amount of expected effort is at least 100 hours. (100 hours is 75% of the effort of teaching a 5-credit course according to the following calculation: 10 weeks \* 40 hours / week = 400 hours; 400 hours / 3 = 133 hours per course. 75% of 133 = 100 hours.)
  - c. If approved by the GFO EC, the appointing council will document the faculty member's agreement to do the service in an appointment letter.
  - d. The course release will be available in the last year of the expected service load.
3. GFO Chair will certify all course release claims.
4. GFO Program Coordinator will provide school budget administrators and Deans with details pertaining to all GFO course releases for their faculty for the following academic year.
5. By July 15, the GFO Program Coordinator will send a memo to Organizational Excellence/Human Resources and the Office of Institutional Planning & Budget, informing them of the faculty members certified by the GFO Chair for course releases and how many.

#### **PROCESS FOR EXPENDING COURSE RELEASES (FOR SCHOOL BUDGET ADMINISTRATORS)**

1. Salary and benefit expenditures associated with approved course releases and 2-week summer salary benefit 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.
2. Within the academic year of the approved course release:
  - a. School budget administrator for faculty member receiving course release should transfer the appropriate salary and benefits charges to the GFO budget.
    - For biennium 2020-2021, each GFO course release will be **\$6,000 of the faculty member's salary, plus benefits.**
    - In the notes associated with the transfer in MyFD, school administrators 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 for AY 2020-21").
3. 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).

#### **PROCESS FOR REVIEWING COURSE RELEASES**

1. In the winter quarter, the CCPB will review course releases to ensure that the work load (e.g., number of P&T cases the CCPT chair needs to manage) is appropriately compensated, within the constraints of the GFO budget.
2. This review may include conversations with the councils about whether to change the nature or method of the

council's work in order to reduce the work load.

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**FREQUENTLY ASKED QUESTIONS:**

**Q:** 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?

**A:** No. The release must be claimed during the academic year for which the release was granted.

**Q:** Can a faculty member get summer pay instead of a course release?

**A:** No.

**Q:** If a faculty member cannot serve a complete multi-year term on a GFO council that provides course releases in the last year of service (e.g. EC, CCPB), can they still receive the course release?

**A:** No. A council member must serve the full term of service in order to claim a release in the final year of service.

**Q:** \$6,000 + benefits is not enough to pay for a part time faculty member to cover the course for a faculty member release – will GFO increase the amount of the release?

**A:** No. \$6,000 + benefits represents the campus' commitment to service releases, and it is expected that schools will also contribute to this service commitment by making up the difference.

**Q:** Are faculty members entitled to a course release during their term of service if they avail sabbatical or other leave during their term?

**A:** In general, faculty members must serve their full term of office on a council in order to get the relevant course release. In exceptional cases where a faculty member avails sabbatical or other leave for one academic quarter or less during their term on a council, and a replacement for the faculty member serves on the council, then the GFO may release \$6,000 plus benefits to cover the course release.