

Section: Faculty Policies

Policy Number: 701.3

Subject: Teaching Release for Grant Writing

(adopted by the Psychology Faculty 3/3/2009; amended on 12/7/2010; amended on 10/6/2015; amended on 12/6/2016; amended on 1/10/2023)

Background

Securing external funding for research, educational, and service activities is a priority in the Department of Psychology. It is expected that all faculty will spend some portion of their time in these activities. However, it is acknowledged that such activities can take a substantial allotment of time. The following policy was developed to encourage grant-writing activities.

Policy

- 1) All tenured and tenure-eligible faculty are eligible to apply for a teaching release of 1-2 classes in a semester to engage in grant-writing. At the discretion of the department head, faculty with other appointments (e.g., clinical, research) may also be eligible for this release. Individuals with adjunct appointments, graduate student instructors, and other faculty who are not primarily affiliated with the Department of Psychology are not eligible for a release.
- 2) Faculty who wish to apply for a teaching release must submit the following to the Department Head. These materials must be submitted no later than February 15th of calendar year a fall release is requested and no later than August 15th of the calendar year prior to the spring for which the release is requested.
 - a. Specific funding that will be sought (e.g., copy of grant announcement, RFP)
 - b. A 1-2 page summary of proposed project
 - c. Date application will be submitted
 - d. Course(s) for which release is requested and suggestions for how the course(s) could be covered or rescheduled.
 - e. For faculty who have no prior federally funded grants: Name (and credentials if not a USU Psychology Department faculty member) of a senior colleague who will provide consultation on the grant application (see #3 below for more details).
- 3) Faculty with no prior federally funded grants must have a plan for consulting with a senior colleague (within the department or outside the department / USU) who

has had federal external grant funding within the past 3 years as a Principal Investigator or Co-Principal Investigator. At a minimum these consultations must involve an initial meeting to discuss the grant and a review of the grant prior to submission. Faculty must realize that senior colleagues who are providing this service have limited time and faculty should ensure they are respectful of parameters set by colleagues regarding number of meetings, length of lead-time needed to review the grant, etc. Senior faculty who review grants are doing so as a service to the department and are not required to provide this service.

- 4) The Department Head in consultation with a committee of 2 senior members of the department will review requests for teaching release. This group will make final decisions regarding releases.
- 5) Faculty who receive a teaching release must submit a grant application within the following timelines unless an alternate timeline is approved by the Department Head at the time the release is requested. It is generally expected that the faculty member will be the Principal Investigator (PI) on the grant (although may be the local PI on a large multi-institution grant).
 - a. Teaching release granted for fall semester – application submitted no later than June 1st of the following calendar year.
 - b. Teaching release granted for spring semester – application submitted no later than November 1st of that calendar year.
- 6) If an individual does not submit a grant within the timelines listed above, the individual likely will not be eligible to be considered for a teaching release in the future. However, if the faculty member later submits the grant, eligibility for this release will be restored. In addition, if the grant is not submitted, the individual may be required to teach additional courses in later semesters to “make up” for the courses from which he/she was released
- 7) In general, no more than 2 faculty will be able to receive a release for the same semester. However, at the discretion of the Department Head, additional faculty may be granted releases if resources are available to cover courses.
- 8) Faculty with and without current externally funding projects are eligible to apply for a teaching release.
- 9) Faculty are eligible to apply for a teaching release every year. However, priority will be given to individuals who have not received releases within the past 3

years. For faculty who have had teaching releases in the past and not received grants, it is expected that there will be positive progress noted in grant reviews.

10) This policy applies only to faculty seeking funding resources external to the university. Faculty are not eligible for a teaching release to write internally funded grants.