

Supersedes July 1, 2019	Date Issued May 5, 2023	Page 1 of 2	Procedure No. ISyE P 21.1
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DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING, UW-MADISON

Procedure Number:	ISyE P 21.1
Subject:	Department Policies Governing Faculty Teaching Release
Date Issued:	May 5, 2023
Supersedes:	July 1, 2019
Written by:	Faculty Affairs Cluster
Approved by:	ISyE faculty members at April 25, 2014 department meeting
Review/Approved Date:	May 5, 2023

1. Purpose:

The following document describes the procedures used by the Department of Industrial and Systems Engineering (ISyE) for teaching release.

2. Scope:

This procedure applies to faculty members in the ISyE Department.

3. Related Procedures and Other Documentation:

ISyE Department Workload Planning Document

4. Procedure:

4.1 Definitions:

Effort—the allocation of *funds* for a faculty member's salary towards various scholarly, research, and educational activities over a stated time period. Effort may come from various funding sources, such as the Department 101 budget, or intramural and extramural grants¹.

Commitment—the Department expectations for a faculty member to do teaching, research and service activities in an academic year.

- 4.2 A typical workload commitment expected for a faculty member in an academic year is to devote 40% of his or her activities to research and scholarship, 40% to teaching, and 20% to service, regardless of the source of salary support. A 40% research commitment typically includes at least one extramurally funded project, dissemination including publication and presentations, and development of new proposals. A typical 40% teaching commitment normally includes three classroom sessions, supervision of at least three PhD

¹ The Department 101 funds can be used for educational, research or service activities, where grants may be restricted in the particular activities that may be funded.

Supersedes July 1, 2019	Date Issued May 5, 2023	Page 2 of 2	Procedure No. ISyE P 21.1
----------------------------	----------------------------	----------------	------------------------------

students, and guiding independent study projects. Typically, a 20% service commitment includes service to the Department, the college, the campus, and one's profession. The ISyE Department Workload Planning Document provides the details of the workload assignment rules to follow

- 4.3 Workload commitment is agreed on by the faculty and the Department faculty committee annually. The effort that is allocated to each activity is related to the source of funding dedicated to that activity. The Department 101 budget is typically divided into effort for research, teaching, and service to cover all or part of a faculty member's commitment. Funds for teaching effort typically come from Department funds, where funds for research or service effort may come from departmental and sources outside of the Department, such as grants.
- 4.4 **Faculty members who have funds available (e.g. intramural or extramural grants) for supporting part of their salary off of the 101 budget during the academic year and desire to reduce their regular teaching commitment may request a release for research or service effort in substitution for teaching effort.** This frees up a faculty member to pursue research or other scholarly activities in the university in substitution for teaching.
- 4.5 Faculty members who desire to reduce their teaching commitment should inform the Department Chair, who will consider the specific timing of a release in a given semester. The Chair is responsible for determining if there is a need for arranging alternative coverage of courses in substitution for the faculty member who is requesting a release. That may include assigning another Department faculty member to teach a course or hiring a qualified temporary instructor. The faculty member and Department Chair should negotiate the timing of their teaching release in commensurate with effort allocation of funds and the fiscal year in which the funds are expended. Teaching commitment in future semesters may also be negotiated as part of a teaching release agreement. For instance, a faculty member may reduce Department 101-funded research effort one semester or over multiple semesters, in exchange for more 101-funded research later and less teaching or service commitment in a future fiscal year. ***Any plan for reallocation of the source of funding must be consistent with restrictions that may be imposed by the funding used, and should be reflected in a faculty member's effort report.***
- 4.6 A faculty member may reduce a part of their commitment for teaching, research or service. A reallocation of faculty commitment that changes the expected course teaching load from three courses to two courses typically requires 15% of their nine-month academic base salary (including any associated fringe benefits and overhead). Requests to reduce a second course should be negotiated with the Chair and typically requires an additional 25% of their nine-month academic salary.
- 4.7 Faculty members anticipating to request a teaching release are encouraged to indicate it as soon as possible, preferably in their annual workload commitment planning document. Faculty members electing to take a teaching release should provide a fund number, and indicate the percentage and semester(s) they want the teaching release charged to, if that information is available. Any changes in a faculty member's workload commitment plan must be presented to the faculty committee.

Supersedes July 1, 2019	Date Issued May 5, 2023	Page 3 of 2	Procedure No. ISyE P 21.1
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END OF PROCEDURE