Funding Department Release Time Request
Process

Purpose:

The purpose of the *Funding Department Release Time Request* Process and Memo is to standardize release time request communication and provide estimated release time costs.

We are transitioning from the spreadsheet to the memo format to help streamline this process.

- The **Chancellor's Office buy out rate of $2488** will be used for release time
  - **within the division and funded by MDS01**
  - **funded by the Chancellor's Office**
- **Salary + benefits** will be charged for release time
  - **not within the division and**
  - **not funded by MDS01**

Steps:

1. **Requester** completes *Funding Dept Faculty Release Time Request* memo and emails to faculty member's College Resource Analyst
2. **College Resource Analyst** looks up faculty salary
3. **College Resource Analyst** completes 1 Computation Sheet for each release time request
   a. Populate all cells that are tan in color
4. **College Resource Analyst** routes memo for signatures in Adobe Sign
   a. Attach Computation Sheet
   b. Routing:
      i. Requester – signature required
      ii. Faculty – signature required
      iii. Department Chair – signature required
      iv. cc Academic Department staff
5. **REMINDER** – This does not replace the Faculty Release Time Form in OnBase which is needed to confirm workload. The Academic Department/College will enter the Faculty Release Time Form in OnBase after the parties referenced above have acknowledged the request and associated projected costs.