**Funding Department Release Time Request**

**Process**

We are adopting the campus practice of charging **ALL release time** (assigned and reimbursed), based on **actual salaries + the University benefits rate**.  The only exception will be release time funded by the Chancellor’s Office, which will be charged at the Chancellor’s Office rate for the given fiscal year.  The FY25-26 Chancellor’s Office rate = $2489 per unit.

**Purpose:**

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

**Steps:**

1. **Requester** completes *Funding Dept Faculty Release Time Request* spreadsheet 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
	1. Populate all cells that are tan in color
4. **College Resource Analyst** completes 1 Memo for each release time request
	1. Template #1 – Faculty Member’s Salary + Benefits OR
	2. Template #2 – Chancellor’s Office Buyout Rate
5. **College Resource Analyst** routes memo for signatures in Adobe Sign
	1. Attach Computation Sheet
	2. Attach back-up supporting documentation (*Funding Dept Faculty Release Time Request* spreadsheet)
		1. Routing:
			1. Requester – signature required
			2. Faculty – signature required
			3. Department Chair – signature required
			4. cc Academic Department staff
			5. cc OFS Analyst
6. **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.