

**GRADUATE COLLEGE OF SOCIAL WORK
FUNDED RESEARCH COURSE
REALLOCATION OF EFFORT
&
COURSE RELEASE POLICIES**

The University of Houston, a Carnegie-designated Tier-One Research university, values the importance of securing grant funding to support programs of research. As the Graduate College of Social Work builds for the future, we will continue to make concerted efforts to strengthen our research infrastructure and develop policies and procedures that are responsive to faculty needs, as the budget allows.

I. Course Reallocation Policy

To reallocate your effort from teaching to research, the investigator must do the following:

1. Budget 10% effort (cap of \$10,000) plus fringe, per course, during the 9-month academic year.
2. Complete the Funded Research Course Reallocation Request form once the grant has been awarded.
 - a. This form requires a signature from the Director of Student Affairs, the Associate Dean for Research, and the Dean.
 - b. This form requires justification for the course reallocation.

All course reallocations must be scheduled with the Director of Student Affairs as soon as possible so any changes in course scheduling can be handled prior to enrollment opening up. This requires notification by October 15th for spring reallocations and April 15th for fall reallocations. If this is not possible faculty should identify someone that can teach in his/her absence.

Note: Regardless of research reductions, all tenured and tenure-track faculty will be expected to teach at least one class per academic year.

II. Course Release Policy

Course releases will only be considered on grant awards with full IDC and must be approved by the Associate Dean for Research and the Dean of the College.

GRADUATE COLLEGE OF SOCIAL WORK
Funded Research Course Reallocation Request

(Fall semester = Sept 1 – Jan 15; Spring semester = Jan 16 - May 31)

Name: _____

Academic Year of Reallocation: _____

of courses - Fall Semester: _____

of courses - Spring Semester: _____

Please list your teaching load for the academic year in which the Course Reallocation will take place. Faculty will continue to be responsible for teaching a minimum of one course per year.

Teaching Load BEFORE Course Reallocation Approval

Semester	Course Number/Name

Teaching Load AFTER Course Reallocation Approval

Semester	Course Number/Name

Justification and additional comments:

Title of Grant: _____

Agency Name: _____

Grant Period: _____

Grant \$ being used towards course reallocation: _____

Principal Investigator's Signature: _____ Date: _____

Director of Student Affairs' Signature: _____ Date: _____

ADR's Signature: _____ Date: _____

Dean's Signature: _____ Date: _____