

CSUSM ACADEMIC SENATE

Officer and Chair Course Release Funds

DRAFT Guiding Principles

1. Each year, the Academic Senate builds into its operating budget a sum sufficient to award course releases to the Senate Officers and Standing Committee Chairs (hereafter, “members”).
2. The number of course releases provided to each member is determined by the Senate Officers in the fall of each year, following the final allocation of budgets by the Provost’s Office.
3. The dollar amount of a course release is based upon information provided by the Provost’s Office and reflects the current cost of replacement faculty hired to teach a three-unit course.
4. The number of course releases provided to each member is based upon best knowledge concerning the projected workload for that member in that academic year. To inform such decisions, the Officers may periodically survey the members concerning actual time spent in the discharge of their Senate duties.
5. Course release funds are transferred annually to the member’s academic unit and intended to “buy out” that member’s time (i.e., to release the member from a part of their teaching load so as to provide time to pursue their Senate duties). They are not stipends.
6. In the case of non-teaching members (e.g. Library), the funds are intended to provide some reduction in their regular workload (e.g. hiring assistants) so as to provide time to pursue their Senate duties.
7. If any of the course release funds cannot be used to release that member’s time (e.g., too few units as in the case of co-chairing, left-over units, unable to cancel classes, etc.), it is intended that the funds will be used to provide a reduction in the member’s regular workload (e.g., by hiring a teaching or research assistant).
8. If the funds cannot be used to reduce the member’s regular workload, it is intended that the funds will be used for the member’s professional development.
9. If the member is unable to use any portion of the funds, that portion will be returned to the Academic Senate Office.
10. The Senate chair is compensated for work performed during summer, winter, and spring breaks. For this work, the chair is engaged as a Special Consultant during non-academic days and is paid the equivalent of a course release pursuant to principle 3 above.