

Release Time Guidelines
Albers School of Business and Economics
Seattle University

Full-time tenure track faculty: the normal faculty load is seven sections, however faculty who are considered to be “Scholarly Academics” (SA) will have a six-course load (one course release). In no case will a faculty member teach fewer than two courses per year (unless on sabbatical), regardless of the amount of release time received from all sources, including the university.

“Big Hit” release: all faculty, with the exception of endowed chairs on a three course load, are eligible for a “big hit” release. This includes faculty members holding professorships, on administrative release, on sabbatical, etc...

Endowed Chairs: Course loads for the endowed chairs, including their SA release time, will be as follows:

Shrontz: three-course release
O’Brien: three course release
Johnson: three-course release
Gleed: three-course release
Dibee: three-course release

Endowed chairs are not eligible to serve as department chair or program director.

Albers and Bosanko Professorships: Albers Professors will receive a two-course release, which includes their SA release (five course load). They are eligible for a big hit release and administrative appointments.

Administrative Release:

Department Chairs: three-course release, which includes their SA release (four course load). The chair of the Department of Management will receive a four-course release.

Program Directors (PMBA, BMBA, MSBA, MSF, MPAC and International Business Program): one course release, except the BMBA director will receive a two course release.

Department chairs and program directors should teach a minimum of two courses per academic year, unless they are on sabbatical. All faculty members on administrative release are eligible for a big hit release, providing the two course minimum is observed.

Grant Release:

Release time by way of grants is normally bought out at the full salary rate. Exceptions will be made at the discretion of the dean for government grants specifying the use of the adjunct reimbursement rate.

Note: Release time policies are subject to change depending on the staffing needs of the school, resources available for supporting faculty, and the academic qualifications of the faculty as a whole.

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