

GRADUATE COLLEGE OF SOCIAL WORK FUNDED RESEARCH COURSE REALLOCATION OF EFFORT POLICY

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 implements our strategic plan, 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 of Effort Policy

To reallocate your effort from teaching to research, the researcher 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. The form requires justification for the course reallocation.
 - b. The form also requires a signature from the Associate Dean for Research and Strategic Partnerships confirming that the faculty researcher has the funds to reallocate, and from the Associate Dean for Academic Affairs approving the reallocation.

All course reallocations must be cleared in advance with the Associate Dean for Academic Affairs to ensure appropriate coverage of all courses. This requires notification **by October 15th for spring reallocations, February 15th for summer reallocations, and April 15th for fall reallocations**. These deadlines must be strictly adhered to in order to ensure appropriate coverage of courses.

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

FUNDED RESEARCH COURSE REALLOCATION REQUEST

Deadline for submission by semester: Spring–October 15; Summer–February 15; Fall–April 15

Semester work dates: Fall = Sept 1 – Jan 15; Spring = Jan 16 - May 31; Summer = June 1-Aug 31

Name: _____ Date: _____

Title of Grant: _____

Agency Name: _____

Grant Period: _____

Semester/Academic Year of Reallocation: ____ Fall ____ (Year) OR ____ Spring ____ (Year)

Faculty Researcher's 9-month salary: \$_____

Amount of funding for reallocation: \$_____ (10% of 9-month salary plus fringes, per course, \$10,000 cap per course)

Please list in the table your assigned teaching load for the entire academic year in which the Course Reallocation will take place (i.e., fall, spring, and/or summer). **Faculty will continue to be responsible for a teaching a minimum of one course per year.**

Typical teaching load BEFORE Course Reallocation Approval

Semester	Course Number/Name

Proposed teaching load AFTER Course Reallocation Approval

Semester	Course Number/Name

Justification and additional comments:

Principal Investigator Signature: _____ Date: _____

ADRSP Signature: _____ Date: _____

ADAA Signature: _____ Date: _____