

# UNIVERSITY OF HARTFORD

Date: March 5, 2025

To: Collegiate Deans  
Full-time Faculty

From: Katherine A. Black, Provost & Vice President for Academic Affairs

Re: Revised Course Release Policy for Grants to Include Four-Credit Courses

In consultation with the Office of Sponsored Programs, full-time faculty members seeking a course release(s) to dedicate additional time to an externally funded project must abide by the following revised policy:

Per three-credit course: the budget should include at least 8.5% of the faculty member's institutional base salary as salary replacement plus fringe benefits in order for their dedicated time and effort to be equivalent to teaching a three-credit course.

Per four-credit course: the budget should include at least 11.25% of the faculty member's institutional base salary as salary replacement plus fringe benefits in order for their dedicated time and effort to be equivalent to teaching a four-credit course.

**Even if budgeted appropriately, approval for a course release remains at the discretion of the dean of the relevant college. Faculty members are expected to seek approval for course releases from their dean *before* submitting proposals to external funding agencies.**

Deviations from this formula may be addressed on a case-by-case basis.

This policy aligns with Uniform Guidance (2 CFR 200) and best practices in research administration.

The Office of Sponsored Programs can assist faculty with budgeting institutional base salaries proportionally. Questions about this policy may be directed to the Office of the Provost or the Office of Sponsored Programs ([ospgrants@hartford.edu](mailto:ospgrants@hartford.edu)).

Cc: Julie Barnofski, Director, Office of Sponsored Programs  
Anne Berry, Assistant Director of Post-Award Services, Office of Sponsored Programs  
Steph Brown, Assistant Director of Pre-Award Services, Office of Sponsored Programs  
Elaine Daly, Assistant Vice President for Finance & Controller