

Course Reductions Below Six Credit Hours for Grant-Related Activities

RP-8

About This Policy

Effective Dates:

08/15/2022

Last Updated:

08/15/2022

Responsible University Administrator(s):

Assistant Provost for Research

Approving Body:

Office of the Provost

Policy Contact:

Office of the Provost, The Citadel

Policy Statement

In general, Faculty members with reduced loads are expected to teach at least six (6) credit-hours and six (6) contact-hours each semester. In rare circumstances, a Faculty member with an already reduced teaching load may receive a major external grant award requiring significant effort which would warrant a further course reduction. Under these circumstances, a Faculty member may request a reduction to teach three (3) credit-hours and three (3) contact-hours each semester to fulfill commitments related to the funded grant activity. Approved requests will be for nationally prestigious grant awards that both enhance the reputation of the institution and have clearly defined components directly aligned with the institution's primary mission of teaching and mentoring students. Teaching load reductions under these circumstances will only be approved for one (1) award every five (5) years.

Process and Procedures

A Faculty member must apply to the Assistant Provost for Research through the Department Head and Dean. The Assistant Provost will review and send it the Provost with their recommendation. The Provost will make the final decision. Application must occur prior to proposal submission to the granting agency, and all costs associated with the teaching load reduction must come from the grant funding. The request must include a detailed description how the award meets the above stated criteria of prestige and alignment with the institutional mission, the work to be undertaken, the teaching reduction being sought, the period of the reduction and how it has been budgeted within the grant, statement of impact to students, and how the Department will address the proposed reduction (staffing plan with financials).

Related Policies/Documents

Faculty Manual - https://www.citadel.edu/root/images/Academic_Affairs/faculty-manual.pdf