

## Teaching Relief in FIT

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Teaching Relief (TR) (a.k.a. "buy-out") is when an academic uses some funds they hold (in a grant or consulting fund) to pay the School to relieve them from some of their teaching or service duties in FIT, so that the time can instead be spent on research or scholarship.

This document explains the principles to be used in FIT for managing teaching relief and how it will be costed.

### 1. Teaching relief principles

- (1) All academics do some teaching.
- (2) If an academic is to be relieved from some teaching, then the unit(s) that the academic is relieved from will be chosen by HoS in accordance with the academic priorities of the School, in consultation with the academic.
- (3) The HoS may put a limit on how many staff can take TR at any particular time.
- (4) If funds are used for TR, then TR must fall within the allowed purposes of these funds (according to the conditions under which the funds were granted).
- (5) If an academic gets approved TR as part of an ARC grant, then TR will be costed in accordance with ARC rules.
- (6) Otherwise, the formula below will be used as the starting point. Lower amounts may be negotiated between the academic and the HoS in particular cases where the research is expected to be of unusually high quality or strategic importance.
- (7) Subject to the foregoing principles and to timetabling constraints, and provided the academic has sufficient funds of an appropriate kind and applies in good time (say, four months before start of the first affected semester), and using the cost determined by the formula below, approval will normally be given.  
See (6) above for approval of lower costs in special cases.

### 2. Cost of teaching relief

This assumes the standard model of 40% Research, 40% Teaching, 20% Service.

FTSR := Fraction of Teaching-and-Service (T&S) to be Replaced

Examples:

- (a) Replace all teaching-and-service for the whole year:  
FTSR = 1.0.
- (b) Replace all T&S for one semester (assuming T&S spread evenly over both semesters): FTSR = 0.5.
- (c) Replace all teaching, but not service, for the whole year: FTSR =  $0.4/0.6 = 0.67$ .

Sal := Salary of academic being replaced

SCF := Salary Cost Factor

This factor, when multiplied by salary, gives the total cost to the Faculty of the salary. It should allow for standard on-costs such as superannuation and Long Service Leave. The Monash figure is currently 1.3514.

ICF := Indirect Cost Factor

This is intended to cover things such as office space, office resources, computer facilities etc. We use 1.5.

CTR := Cost of Teaching Relief

$$\text{CTR} = \text{FTSR} * \text{Sal} * \text{SCF} * \text{ICF}$$

Example: an academic earning \$100,000pa wants TR for one semester, covering both teaching and service.

Since they want relief for half their T&S,

we use FTSR = 0.5. With SCF = 1.3514 and ICF = 1.5,

$$\text{CTR} = 0.5 * \$100,000 * 1.3514 * 1.5 = \$101,355 .$$

If the academic wanted TR for all T&S for the whole year, the cost would be twice this figure, i.e., \$202,710.

However in practice this may not be approved: see principle (1).