

## Guidelines for Faculty Release-Time

Full-time Faculty seeking release from their normal teaching obligation must complete the Release-Time Form (RTF) prior to any reduction in course load. No release-time will be granted unless, and until, the RTF is fully approved by the Provost through the regular channels (via Department Chair/Coordinator/Director and Dean).

Among the activities that could qualify for released course time are the following: Department Chair or other administrative duties (assigned by the Chair, Dean, Provost or President, such as Director of International Studies), National Accreditation or Academic Program Review, Self-Study Chair, externally funded research and externally funded paid consultantships.

The individual faculty member is responsible for completing the RTF prior to the semester that the release is requested. If the release is conditioned upon external funding, submit the RTF and the Internal Proposal Form concurrently with the submission of the funding request. The completed RTF is submitted to the Department Chair/Coordinator/Director for review and approval and then to the Dean and Provost for their review and approval. The form must be completed and fully-approved prior to the start of any requested release time, and before the Master Schedule is finalized. (normally mid-September for following spring semester and mid-February for fall semester Master Schedules, respectively).



## Office of Provost and Vice President of Academic Affairs

### Academic Affairs Faculty Release-Time Form

NAME:

DEPARTMENT/SCHOOL:

RANK:

TELEPHONE:

SEMESTER/S (for release):  Fall  Spring      YEAR/S:

NUMBER OF CREDIT HOURS TO BE RELEASED:

Describe purpose of release from normal teaching load:

Requested By:

Faculty Member

Date:

Mark where replacement cost for course release is to be paid from:

GRANT     DEPARTMENT     SCHOOL     OFFICE OF PROVOST     OTHER

OSP Notice of Intent Approval Number and Proposal Title:

Approved	Disapproved	Department Chair or Coordinator	Date
Approved	Disapproved	Dean	Date
Approved	Disapproved	Provost or Vice-Provost	Date