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).

Release course time will not be approved for the following activities: work done as part of the normal faculty workload, directing conferences, scholarship, advisement, editing journals, leadership in professional organizations and paid consultancies. 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 consultancies.

The individual faculty member is responsible for completing the RTF at least a semester before 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 or Vice-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 due in the Office of Records and the Office of Provost (normally mid-September for following spring semester and mid-February for fall semester Master Schedules, respectively).
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:______________________________________________            Date:_____________________________

Faculty Member

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

☐ GRANT  ☐ DEPARTMENT  ☐ SCHOOL  ☐ OFFICE OF PROVOST  ☐ OTHER

Provide Account Number and Name:_____________________________________________________________

☐ Approved  ☐ Disapproved

__________________________________________  ______________________
Department Chair or Coordinator         Date

☐ Approved  ☐ Disapproved

__________________________________________  ______________________
Dean                                       Date

☐ Approved  ☐ Disapproved

__________________________________________  ______________________
Provost or Vice-Provost                   Date