

September 17, 2001

MEMORANDUM

TO: COE Department Chairs and Directors

FROM: Randy Hitz, Dean

SUBJECT: Faculty Course Release Time

This is to clarify the policy regarding faculty course release time provided for new faculty or for faculty who have earned the necessary number of points from their graduate advising. A couple of you have asked about the acceptability of faculty teaching overload in the same semester that they are given a course release. Since the purpose of the course release is to allow faculty to focus their time on their research, it defeats the purpose of the course release if faculty are asked (or allowed) to teach overload. Faculty should not be distracted from their research to teach overload in those semesters when they receive a course release to focus on their research.