

# COURSE RELEASE REQUEST FORM

It is important to plan in advance and carefully monitor requests for course releases. In an effort to foster better planning and communication within the College and ensure appropriate support for delivering high quality instructional programs, please complete this form with your Department Chair prior to submitting a request for release time to the Dean's office. The current College policy governing faculty course releases is on the back of this form. Thank you.

Brief description and duration of proposed activity:

How is the proposed activity aligned with the College's/Department's Long Range Plan?

Briefly describe how the activity will impact the College/Department program(s) of instruction? For example, which course(s) are you seeking release from? What other courses are you teaching over the requested release period?

Who will be released?

For what period(s) of time?

How will proposed release time be funded?

Chair's Comments:

\_\_\_\_\_  
Signature Department Chair

\_\_\_\_\_  
Signature of faculty member

## Policy Regarding Faculty Release Time From Teaching

Any request for release time from teaching must be submitted to the department chair in a timely manner. Generally, this means that the request should be submitted at least three months before the semester in which the release is sought. The specific course from which a faculty member will be released should be discussed by the individual faculty member and the department chair, however, the chair shall make the final decision regarding the course from which the faculty member will be released. Where a faculty member's course assignments involve more than one department, decisions on course releases must be made with the approval of all affected department chairs. Further, while the requesting faculty member has a responsibility to assist the chair(s) in finding a well-qualified replacement to teach his or her classes, the final appointment of replacements must be made by the appropriate department chair.

Replacement funding is required for release time from teaching, but adequate funding is not in itself a guarantee that faculty may receive release time. Chairs should make every effort to accommodate faculty with external funding, but the chairs' first priority is to protect the integrity of the academic program. Therefore, chairs must make their final decision regarding release time based on availability of funding, availability of a well-qualified replacement for teaching, and on the overall impact that the release will have on the program and department.