

# Faculty Course Release Request Form

## SCHOOL INFORMATION

Dean: \_\_\_\_\_ Department: \_\_\_\_\_

Date/Year: \_\_\_\_\_

## COURSE RELEASE INFORMATION

A total of \_\_\_\_\_ course release(s) is requested for: *Faculty Member* \_\_\_\_\_ *Semester* \_\_\_\_\_

## PROJECT DESCRIPTION

Curriculum Development

OIE Fellow

Extraordinary project – A course release may be granted for extraordinary activities. Approval does not relieve faculty of their remaining teaching duties and their ordinary service, scholarship and departmental duties as described in the faculty handbook, job description and offer letter

Summarize the proposed reasons for requesting a course release. Include a (a) brief project description (and how this project goes above and beyond ordinary responsibilities), (b) deliverables (e.g., impact of the project on the department and the University), and (c) estimate of the number of hours required.

Will an adjunct instructor need to be hired as a replacement?  Yes  No Cost: \_\_\_\_\_

Will external funding cover the cost of this course release?  Yes  No

If yes, please explain:

## UPON COMPLETION

Specify any reporting requirements specific to the department:

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**APPROVED**

The Dean and Provost / Dean of Faculty approve the requested course release.

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

Date: \_\_\_\_\_

Provost / Dean of Faculty \_\_\_\_\_

Date: \_\_\_\_\_

**DENIED**

The Dean and Provost / Dean of Faculty decided not to approve the requested course release at this time.

- Insufficient department budget
- Not a priority for the University/department at this time (e.g., not related to this year's program goals, academic or strategic plan)
- No other appropriate teaching replacement available at this time
- Other, please explain: