



GOODWIN COLLEGE PROCEDURE

TITLE:	Full-Time Faculty Course Release Procedure
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INTRODUCTION STATEMENT:

The following procedure explains how faculty may obtain a course release from the Standard Teaching Load in order to focus on extraordinary service or scholarship that supports the college's mission and departmental goals. This procedure applies to Simple Course Release only; it does apply to sabbaticals or other extended leave options.

POLICY REFERENCE NUMBER:

TBD

AREAS OF RESPONSIBILITY:

Department Chairs

- Budget for anticipated course-releases and part-time faculty course coverage.
- Approve or deny, in collaboration with the Dean of Faculty, course release requests.
- Track and document course releases.

Dean of Faculty:

- Approve or deny, in collaboration with the Chair, course release requests.
- Create an institutional-level report on course release (once a semester).

AVP/VP of Academic Affairs

- Assist with the resolution of disputes.

PROCEDURE DETAILS:

Faculty

- Complete the Faculty Course Release Request Form with his/her supervisor.
 - The form must:
 - Be complete and contain evidence that the requested course release will not negatively impact the department.
 - Explain how the proposed extraordinary service or scholarly activity, for which the course release is sought, goes beyond the faculty member's regular responsibilities and is consistent with the mission of the college and departmental goals.
 - Indicate, based on consultation with the department chair, whether an adjunct instructor will be hired as a replacement, the cost of hiring this instructor, and any external funding sources.
- Submit the form to the Department Chair.
 - Ideally, the form should be submitted to the Department Chair 60 days before the semester in which the Course Release is being requested.
- A course release should be taken in the semester indicated on the Faculty Course Release Form. Course releases may not be stockpiled or taken en masse.

Department Chair and Dean of Faculty

- In collaboration with the Dean of Faculty, approve/deny requests and notify the faculty member of the decision within 14 days of the form's submission.
- Sign the Form and ensure that the appropriate amount of release time is given using the guidelines established in the Course Release Time Equivalency Table in the attached Appendix.
- Ensure that the course release information is transmitted to human resources through the payroll worksheet.
- Course Releases may be authorized outside the annual fall contract renewal period.

- Monitor of all approved course releases within the department.

Dean of Faculty

- Sign the Faculty Course Release Form and returns it to the Chair.
- Maintain records for institutional reporting purposes

DEFINITIONS:

One **Course Release** is equal to one three-credit class or one three-hour lab in a semester.

The **Standard Teaching Load** for a full-time faculty member is five classes a semester, three semesters a year.

HISTORY:

Reviewed by Faculty Senate (5/15/2013)

Reviewed by Chairs (1/2014)

Approved by Academic Affairs (2/6/2014)

Approved by Cabinet (2/9/2014)

Reviewed February 2016

RESPONSIBLE OFFICE:	Dean of Faculty (Academic Office)
REVIEW DATE:	

APPENDIX:

Course Release Time Equivalency by Semester Table*

<u>Service/Scholarship</u>	<u>Course Release Equivalency</u>
New Course Development	1 Course Release = 2 courses developed with the complete curriculum as outlined by the Online Studies department
OIE Fellow	1 Course Release = Approved project by Vice President of Academic Affairs
Other Extraordinary Projects	Determined in collaboration with the faculty member, Chair and Dean. The project must be outside the scope of ordinary responsibilities and requires a reduction in teaching load in order for the project to be accomplished by the desired deadline.

*Course releases for academic leadership or advising work do not require completion of a Course Release Request Form. Department Chairs should ensure that these course releases are recorded in the annual offer letter and reflected on the semester payroll worksheet (CD = Curriculum Director, CC = Course Coordinator, PD = Program Director, CI = Clinical Coordinator, FA = Faculty Advisor)

Faculty Course Release Request Form



**GOODWIN
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Department Information

Chair: _____
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 college), 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:

Approved

The Department Chair and Dean of Faculty Approve the requested course release.

Department Chair/Date: _____

Dean/Date: _____

Denied

The Chair and Dean decided not to approve the requested course release at this time.

Insufficient department budget

Not a priority for the college/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: