



Faculty Course Release Request Form

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:

What additional impact, if any, will the course release have on department operations?

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 appropriate teaching replacement available at this time
- Other, please explain: