



Faculty Release Form

Office of Academic Affairs

Guidelines for Requesting Release Time

Tenure-track faculty seeking release from normal teaching duties must complete this release form prior to any reduction in course load. No release time will be granted unless it is fully approved. The individual faculty member is responsible for completing the form before the release occurs. The completed form is submitted to the department head for review and approval and then to the dean. A clear description of what will be accomplished using the release time must accompany the form.

Request Form

Name _____ Department _____

Faculty Title _____ Email _____

Semester(s) for Release ____ Fall ____ Spring Year(s) _____

Number of semester credit hours to be released _____

Describe the purpose of the release from teaching duties and what specifically will be accomplished (continue on next page):

Faculty Member Signature

Date

Department Head Name

Signature & Date

Approved Disapproved

Dean Name

Signature & Date

Approved Disapproved

Note: Copy must go to Academic Affairs