

OFFICE OF THE PROVOST/ACADEMIC AFFAIRS

Faculty Release Request Form

Preface: Any reduction in the standard teaching load has to be justified by administrative assignments, special research projects, or a unique and time consuming feature of a faculty member's assigned courses. The chair, the dean, and the provost must approve in writing all course reductions in advance of the first day of class for a semester. A course reduction for any of these reasons should be equivalent to approximately 135 hours per semester (equivalent to 45 hours of face to face time, plus 90 hours for course preparation/grading/student interactions).

<i>Date</i>		<i>Contract months</i>	
<i>Name</i>		<i>Title</i>	
<i>College</i>		<i>Department</i>	

<i>Default Load</i>	<i>Fall</i>	<i>Spring</i>	<i>Requested Load</i>	<i>Fall</i>	<i>Spring</i>
<i>SCH</i>			<i>SCH</i>		
<i>FY:</i>					

Justification for teaching load reduction:

Role	% of Load	Fall SCH	Spring SCH	Total SCH
Administrative Assignments: _____				
Academic Support: _____				
Research: _____				
Tenure Track Year: ONLY Faculty on Tenure Track				

NOTES: % of load is based on 100 (12sch or 15sch for fixed term)

Notes: _____

APPROVALS:

Department Chair: _____ approved _____ denied Date: _____

College Dean: _____ approved _____ denied Date: _____

Provost: _____ approved _____ denied Date: _____