

FACULTY TEACHING RELEASE REQUEST FORM**Instructions:**

To apply for a teaching release, please complete this form and **attach to it a two-page proposal**.

The proposal guidelines vary depending on the faculty member's status:

RTS Assistant Faculty should submit a research proposal detailing the scholarly activities that will be undertaken during the one-semester teaching release.

Note: Assistant Professors must successfully complete the third-year progress review to receive the fourth-year teaching release.

RTS Associate Professors should submit a proposal that includes a research agenda, a proposed timeline for promotion to Full Professor, and the progress made since the receipt of tenure.

Lecturers should submit a proposal detailing the professional development activities they will undertake with their teaching release.

Deadline:

Applications should be submitted by the chair to the Associate Dean of Faculty by **April 15th** for the following academic year. Proposals will be evaluated on a rolling basis and we encourage early submission.

FACULTY TEACHING RELEASE REQUEST FORM

Name:

Department:

Type of Release Requested:

Semester of proposed release:

Brief Summary of Teaching Release Proposal (150 words):

Chairs Comments:

Faculty Signature:

Date:

Chair Signature:

Date: