

College of Liberal Studies

Request for Variations in 12 Credit Teaching Load Form

Although there is a limited amount of flexibility for colleges to provide release time to faculty and staff for research or other professional pursuits, the College of Liberal Studies will take requests from department chairs for a variation in the 12 credit teaching load. Release time will be requested by the department chair and approved by the Dean. In order for the request to be considered, please complete the following information.

Name: _____

Department: _____

Dates of requested release time: _____

Is additional funding from the college being requested? *In most cases, the Dean's office cannot provide additional funding for the request.*

Yes or No

If yes, specify what is needed in terms of personnel and salary.

Rationale for release time: *In one-two paragraphs, describe how the variation in 12 credit teaching load will be managed in the department and justify the request.*