**Course Release 2024 - 2025**

**Application Cover Sheet**

**APPLICATION DEADLINE – December 1, 2023**

Course release in (check one): \_\_\_\_\_\_\_\_\_\_ Fall Semester 2024 \_\_\_\_\_\_ Spring Semester 2025

Request for 1st course release\_\_\_\_\_\_\_\_\_ **or** If 2nd course release: 1st course release taken in \_\_\_\_\_\_\_

Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic rank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief description of proposed scholarly activity (max. 250 words):

Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signatures below indicate that the proposal and course coverage have been discussed at the department level and have been approved by the department chair and the dean.**

Department Chair: Plan for course coverage/adjunct funds needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of Department Chair\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Dean\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course release guidelines:**

* The two course releases over the next seven years can not to be taken in the same academic year
* The course releases are to support scholarly activities that have been slowed by the pandemic in the 2019-20 academic year
* All course releases are contingent on a plan for conducting scholarship during the period of the course release
* All course releases are contingent on a department coverage plan submitted by the chair
* The application requires chair and dean approval
* During the semester the course release is taken no course can be taught as an overload
* During the semester the course release is taken faculty must teach at least one course and participate in service
* Eligibility: faculty on full-time appointments, tenure-track or tenured