

Release Time

Description: Funds are available for the purpose of providing up to five faculty members with a reduction of one unit in their teaching load during the academic year. The activities for which released time may be granted include scholarly research, writing, or professional development. The released unit is not intended for course development since this is a continuing function of all faculty members. Neither is the release unit intended to supplement a sabbatical or other full leave. Released time is subject to the ability of the department to provide coverage for a released unit or find suitable supplementary staff.

Eligibility: All tenure-line faculty are encouraged to apply, especially those who have not had a release unit within the past three years. Faculty are eligible to receive only one release unit in any given year. Faculty already awarded a release unit will not be awarded a second release unit for work on the same project.

Because release units support professional development and are intended to lead to future scholarly productivity, faculty who plan to retire or leave the university in the year following receipt of a release unit should not apply. In years where the number of applicants exceeds the number of available awards, the University Enrichment Committee will consider the degree to which an applicant has been supported in the past with various sources of university funding.

Application: The application consists of:

1. Completed [Application Form](#).
2. Applicant's statement (2-3 pages) specifying:
 - a. project abstract
 - b. objectives of the release time
 - c. activity(ies) for which the release is requested
 - d. a research and writing timeline
 - e. an explanation of the necessity of released time for this activity
 - f. professional goals and anticipated outcomes
3. [Department chair form](#) evaluating the feasibility of the project, recommending approval or disapproval, verifying the course to be deleted, and indicating whether a replacement is necessary.
4. For research that involves the use of human participants or animals, please be aware that appropriate approval must be obtained before beginning research. Please consult IRB and/or IACUC approval processes information on the university's website for details.

Materials other than those specified are not desired.

The electronic application form, 2-3 page statement, and Chair's approval form will be presented to the University Enrichment Committee by the Academic Deans' Office. The Committee will rank the proposals and will forward the proposals to the Office of the Provost for final approval based on curricular and budgetary considerations.

Deadline: Applications for released time are due February 1, for both the subsequent fall and spring semesters.

Reporting: Faculty receiving release time shall provide a written report of the activities undertaken. This report shall be accompanied by a manuscript, research report, or their equivalent. The report should be submitted to the department chair to provide the chair an opportunity to view the report before forwarding it. The chair will forward the report to the Office of the Provost. All release time reports are due 30 days following the semester during which the release unit was taken.