

Application for Workload Release Time

Purpose:

As the university moves toward a 4-3 (or 3-3) workload policy and becomes a research as well as an educational institution, an internal college level granting procedure will be instituted to provide release time for faculty to engage in research and related activities.

Goal:

To provide opportunities for faculty with heavy teaching loads to obtain release time to support research activities, grant-writing, and publications at A&M-CC College of Science and Technology

Eligibility:

Tenured and tenure track faculty

Committee:

The College of Science and Technology Research Enhancement Committee will review the Applications for Workload Release Time. The committee is responsible for evaluating if the proposal is worthy of release time and forwarding its recommendations to the Dean. The Dean in consultation with the Chair will determine if the release time is logistically feasible for the semester requested. Recommended release time may be deferred to another semester and does not require re-submission.

This committee shall consist of the College's two representatives to the University Research Enhancement Committee as elected by the college faculty and one faculty member elected by each department or school's faculty. All committee members will serve two years in staggered terms. The committee will elect a chair each year. The committee shall review proposal procedures and criteria for evaluation at least every three years and recommend changes as necessary.

Application Process:

Applicants must submit the completed Workload Credit Release Application. This application is to be submitted to the Dean's office and shall include:

- Information about workload for the last two long semesters
- Information about workload if the request is granted
- Information, if applicable, about extra time commitments
- How request supports the faculty member's goals, the departmental program goals, and the College and University mission
- Description of proposed research activities
- Expected outcomes
- Signature of dept/school head acknowledging they have seen the request

Evaluation Criteria:

The College of Science and Technology seeks to foster the research of individuals who have had constraints preventing them from pursuing such activities. Examples of such constraints include large classes, frequent overloads, 12 hour teaching loads, courses with unusual demands and faculty who lack external funding, but who actively involve students in research.

Priority will be given to applicants proposing activities that fall within the guidelines set forth in the University's definition of scholarship. Course development and/or service activities are not appropriate use of these funds.

Timelines:

To apply for Fall semester release time.

- 3rd Monday in January submit application to committee
- 1st Monday in February committee sends recommendation to Dean
- 3rd Monday in February Dean notifies chair/director and faculty member of decision

To apply for Spring semester release time.

- 3rd Monday in September submit application to committee
- 1st Monday in October committee sends recommendation to Dean
- 3rd Monday in October Dean notifies chair/director and faculty member of decision

Final Report:

Due 30 days after the end of the semester in which faculty had release time.

WORKLOAD RELEASE TIME APPLICATION

Name: _____

Department/School: _____

Attach a concise, one-page, typed description of the scholarship/research activity and the Expected Outcomes for release time requested (list outcomes in concrete and measurable terms).

Provide the following information (typed):

List the course from which you would like to be released.

Suggest how this course commitment will be met or if the course can be omitted from that semester's schedule.

How does this request support your academic goals, the departmental program goals, and the College and University's of goal enhancing research?

Faculty signature: _____ Date: _____

Acknowledged: _____ Date: _____
Department/School Chair

College Research Enhancement Committee Decision: Approved _____ Disapproved _____

Approved/Disapproved/Deferred: _____ Date: _____
Dean

Routed to: Research Enhancement Committee

Name _____

Department/School _____

Provide the following information:

Complete this chart:

Workload (hours)	Previous long semester	Current long semester	Requested long semester
Teaching			
Administration			
Research			
Service/other			

List the courses you would normally teach during the long semester in which you are requesting a release.

Previous (time) circumstances that have contributed to reduced time available to pursue scholarly activities:

Routed to: Chair/Dean