

Memo

TO: CLA Department/School Heads

FROM: David Reingold, Dean of CLA

CC: Joel Ebarb, Associate Dean for Undergraduate Education and International Programs; Wei Hong, Associate Dean for Faculty Affairs and Kirke Willing, Senior Director of Financial Affairs

DATE: August 22, 2019

SUBJECT: Guidelines for Requesting Course Releases

This memo provides guidelines for requesting course release for faculty with administrative roles and other responsibilities. Before making a request to the Dean's office, heads should consider financial resources within the unit and existing teaching resources such as limited-term lecturers, graduate students or another faculty member to cover the course(s) that are to be released for a faculty to take on the administrative duties. If a new faculty member is being considered FOR THE SAME ASSIGNMENT after the term has expired, such releases WILL NOT AUTOMATICALLY TRANSFER to the new faculty since the nature of the position as well as the responsibilities may have changed.

When making a formal request to the Dean, please use the "Course Release Request" template, attached with this memo. You may list multiple requests from your unit on one request form.

Timeline: On a rolling basis or September of current AY for releases effective in the next AY to accommodate teaching planning. Requests should be submitted to Associate Dean for Undergraduate Education and Associate Dean for Faculty Affairs.

Please note that this guideline is separate from course buy-out for reduced teaching load with external grants and fellowships. For more information, please refer to this link: <https://cla.purdue.edu/facultyStaff/business-office/facstaff/salary-savings.html>