Template for Request of Course Release

for Faculty with Administrative Roles and other Responsibilities

Department/School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- |
| **Name of Faculty** | **Admin Position and Duration** | **Released Course Title and Number** | **Frequency of courses taught** | **Course to be covered by** | **Brief Description of Effort for the Assignment** | **Dean’s Approval****(Yes/No)** |
| John Doe | Chair of X Department for \_\_X\_ year(s) of appointment | XXX 301 (one course per AY/sem) | Fall and/or Spring | Internal teaching resources (grad, LTL, another faculty | * Oversees curricular matters
* Recruitment and promotion
* Oversees teaching assignments
 |  |
| John Doe T | Director of X for X year of appointment | XXX 302 (one course per AY/sem) | Fall and/or Spring | Internal teaching resources (grad, LTL, another faculty | List of effort |  |
|  |  |  |  |  |  |  |
| John Doe Y | Associate Head | XXX 302 (one course per AY/sem) | Fall and/or Spring | Internal teaching resources (grad, LTL, another faculty | List of effort |  |
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