

Faculty Release Request Form

Faculty Name: _____

Rank: _____

Department: _____

Semester/ Year: _____

Check "X"	Release Type (Please refer to HOP 3.1)	Amount of release (SCH)	Maximum Semester Release
	Research or producing creative works (3.1212) <i>Credit may not be given in the same semester as credit for instructional development</i>		3 SCH
	Coordinates several sections of a single course (3.126) [1 SCH for each 6 sections] Course prefix & number: _____		3 SCH
	Department Chair (3.128) Department name: _____		3 SCH
	Academic services to the unit head (3.128) <i>Not to exceed 9 SCH total within the unit</i> Justification: _____		3 SCH
	Newly-appointed faculty member to develop instructional materials (3.129) <i>Up to 2 semesters in the first year only</i>		3 SCH
	Instructional development (3.1211) [i.e. creation of a new course, new course format, or new course material] Justification: _____		3 SCH
	Insufficient enrollment (3.131) <i>2 consecutive semesters only</i> Course prefix & number: _____		3 SCH
	Major academic advising (3.132)		3 SCH
	Major document preparation for program needs or accreditation (3.132) Justification: _____		3 SCH
	Duties performed in the best interest of UTPB (3.132) Justification: _____		

Department Chair: _____ Date: _____

Dean: _____ Date: _____

Provost: _____ Date: _____

President: _____ Date: _____