

COLLEGE FOR CREATIVE STUDIES

FACULTY COURSE RELEASE APPLICATION

DEADLINES: FALL SEMESTER RELEASE – APRIL 30 | WINTER SEMESTER RELEASE – SEPT 15
APPLICATIONS MUST BE RECEIVED BY THE ACADEMIC AFFAIRS OFFICE BY 4:00PM

APPLICANT INFORMATION

NAME	EMAIL
DEPARTMENT	RANK: ASSISTANT / ASSOCIATE / PROFESSOR
ACADEMIC YEAR:	SEMESTER REQUESTED: FALL / WINTER
CURRENT COURSE LOAD: 3 / 2	YEARS OF CCS SERVICE:
HAVE YOU APPLIED FOR A COURSE RELEASE BEFORE? Y / N	IF SO, WERE YOU GRANTED AND IN WHAT SEMESTER/YEAR?

RATIONALE & OUTCOMES

1. WHAT IS YOUR RATIONALE FOR RELEASE? (300 WORDS)

2. WHAT ARE YOUR ANTICIPATED OUTCOMES? (300 WORDS)

GUIDELINES & AGREEMENT

Each department chair is authorized to recommend course releases in accordance with the following guidelines:

1. No more than 1 full-time faculty per department may be granted a course release per academic year.
2. Only those full-time faculty members who have received a meets/exceeds rating in instructional quality/college service/professional practice in their annual self-appraisal at least two of the past three years and at least meets/exceeds in the third year are eligible.
3. Prior accomplishments in instructional quality/college service/professional practice, as reflected in the faculty's annual self-appraisal, shall be considered for evaluation. The following should be considered for evaluation:
 - a. Professional activities that include but are not limited to journaled articles, book writing, juried art shows, design exhibitions, consulting, research, presentations, etc. For a full list of qualifying department specific activities, please read the "Criteria for Professional Practice Guidelines" found on Blackboard > Faculty Committees > Faculty Review Committee > 2018-2019 Professional Practice Guidelines
 - b. Specific accomplishments in securing contracts and grants (i.e., funded projects).
 - c. The full-time faculty member's scholarly agenda as articulated in his/her annual self-appraisal.
4. A full-time faculty member who receives a course release does not become eligible for a second course release until they have completed three academic years since the course release was granted.

5. After 3 years of full-time employment faculty are eligible for a course release. Full-time faculty are eligible for a course release after three years of full-time employment at the College.
6. The full-time faculty member's annual self-appraisal over the course of two years will explicitly take into consideration the fact that they were granted a course release. Evidence of outcomes must be documented.
7. Within thirty (30) days of the end of the semester in which the course release was granted, the faculty member shall submit to his/her chair, dean, and the Provost, a concise written appraisal regarding his/her accomplishments. Template will be provided. If not provided, faculty will not eligible for future course releases.

I HAVE READ THE COURSE RELEASE GUIDELINES AND WILL ADHERE TO THEIR POLICIES.

APPLICANT SIGNATURE

DATE

CHAIR OR DEAN SIGNATURE

DATE

CHAIR OR DEAN'S COMMENTS (IF APPLICABLE)

FOR COMMITTEE USE ONLY

DID APPLICANT RECEIVE A MEETS/EXCEEDS RATING IN INSTRUCTIONAL QUALITY/COLLEGE SERVICE/PROFESSIONAL PRACTICE

IN THEIR ANNUAL SELF-APPRAISAL AT LEAST TWO OF THE PAST THREE YEARS AND AT LEAST MEETS/EXCEEDS IN THE THIRD?

Y / N

DOES THE PROFESSIONAL ACTIVITY QUALIFY AS DEPARTMENT SPECIFIC ACTIVITY ACCORDING TO THE CCS PROFESSIONAL PRACTICE GUIDELINES

Y / N

IS THE PROPOSED ACTIVITY A FUNDED PROJECT OR GRANT?

Y / N

WAS THE RATIONALE AND ANTICIPATED OUTCOMES CLEARLY ARTICULATED?

Y / N

WAS THE APPLICATION SUBMITTED ON TIME?

Y / N

COMMITTEE COMMENTS (IF APPLICABLE)

COMMITTEE DECISION

APPROVE / DENY

FDSC CHAIR SIGNATURE

DATE