

Emory College Faculty Course Release Request Form

*Use this form to request course release during a term of service for faculty who are tenured, tenure-track, or lecture-track.
Submit to Susan Lee, Manager of Faculty Appointments, 400 Candler Library, slee05@emory.edu.*

This form is to be filled out by the chair in consultation with the person requesting course release.

1. Name of Person Requesting Course Release _____

2. Department _____

3. Current Course Load

a. How many undergraduate courses does the faculty member normally teach per year?

b. How many graduate courses does the faculty member normally teach per year?

c. If the normal course load is lower than 2/2, provide a strong justification for the reduced load.

4. Current Course Release Request

Refer to the 12/14/09 policies for applying for leaves and course releases for requirements
(<http://www.college.emory.edu/documents/PoliciesforApplyingforLeavesandCourseReleases.pdf>).

a. How many courses per year is the faculty member requesting release from teaching?

b. Are the course(s) graduate, undergraduate or both?

c. How long will the requested course release last (one semester, one year, or longer)?

d. Statement of the purpose of the course release.

e. Have you already received approval from the dean? *If so, please attach a copy of the approval letter.*

5. Indicate How the Course(s) of the Individual with Course Release will be Handled.

Number	Title	Projected Enrollment	Required for Major?	Who Will Teach?	Is a Temp Needed?	Replacement Cost for Temp

6. Chair's Recommendation: _____ Approve _____ Reject

Numerical ranking in terms of other requests for course release within your department _____

Chair's Signature (required)