

## **Albany State University Academic Affairs**

### **Guidelines for Faculty Release-Time**

Full-time Faculty seeking release from their normal teaching obligation must complete the Release-Time Form (RTF) prior to any reduction in course load. No release-time will be granted unless, and until, the RTF is fully approved by the Dean and Provost.

Release course time will not be approved for the following activities: work done as part of the normal faculty workload, directing conferences, scholarship, advisement, editing journals, leadership in professional organizations and paid consultantships. Among the activities that could qualify for released course time are the following: Department Chair or other administrative duties (assigned by the Chair, Dean, Provost or President), National Accreditation or Academic Program Review, Self-Study Chair, externally funded research and externally funded paid consultantships.

The individual faculty member is responsible for completing the RTF at least a semester before the release is requested. If the release is conditioned upon external funding, submit the RTF and the Internal Proposal Form concurrently with the submission of the funding request. The form must be completed and fully-approved prior to the start of any requested release time.