**Faculty for Faculty/Staff Release**



|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Faculty/Staff:** | | | | | |  | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **Rank:** |  | | | | | | | | | | **Title:** |  | | | | | |
|  | (If Applicable) | | | | | | | | | |  | (If Applicable) | | | | | |
| **College:** | |  | | | | | | | | | **Department:** | | |  | | | |
| **Reason(s) for Release Time Request:** | | | | | | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **Dates for Release Time Request:** | | | | | | | | | | | **Academic Year:** | | | |  | | |
|  | | | | | | | | | | | | | | | (Dates From/To) | | |
|  | | | | | | | | | | **Academic Semester :** | | | | |  | | |
|  | | | | | | | | | | | | | | | (Dates From/To) | | |
|  | | | | | | | | | | | **Summer Session:** | | | |  | | |
|  | | | | | | | | | | | | | | | (Dates From/To) | | |
|  | | | | | | | | | | | | | | | | | |
| **Name of Replacement Person:** | | | | | | | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **Source of Funds Supporting Time Release:** | | | | | | | | | | | | | | | | | |
| (Note: The Office of Academic Affairs will be in receipt of all release time funds) | | | | | | | | | | | | | | | | | |
| **Budget Name:** | | | |  | | | | | | | | |  | | | | |
|  | | | | | | | | | | | | | | | | | |
| **Account Name:** | | | |  | | | | | | | | |  | | | | |
|  | | | |  | | | | | | | | |  | | | | |
| **Budget Amount:** | | | |  | | | | | | | | |  | | | | |
|  | | | |  | | | | | | | | |  | | | | |
| **Action on Request:** | | | | | | | | | | | | | | | | | |
| **Approved** | | | **Not Approved** | |  | | | | | | | | | | |  | |
|  | | |  | |  | |  | | | | | | | | |  |  |
|  | | |  | |  | | **Project Director** | | | | | | | | |  | **Date** |
|  | | |  | |  | |  | | | | | | | | |  |  |
|  | | |  | |  | | **Department Chair** | | | | | | | | |  | **Date** |
|  | | |  | |  | |  | | | | | | | | |  |  |
|  | | |  | |  | | **Dean** | | | | | | | | |  | **Date** |
|  | | |  | |  | |  | | | | | | | | |  |  |
|  | | |  | |  | | **Associate V.P. for Research & Sponsored Programs** | | | | | | | | |  | **Date** |
|  | | |  | |  | |  | | | | | | | | |  |  |
|  | | |  | |  | | **Vice President for Academic Affairs** | | | | | | | | |  | **Date** |
|  | | |  | |  | |  | | | | | | | | |  |  |
|  | | |  | |  | | **Vice President for Fiscal Affairs** | | | | | | | | |  | **Date** |

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