**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** |

ORSP- 092110