

TEXAS A&M INTERNATIONAL UNIVERSITY
OFFICE OF THE PROVOST/ACADEMIC AFFAIRS

Request for Approval of Release Time

Preface: Any reduction in the standard teaching load has to be justified by administrative assignments, special research projects, or a unique and time-consuming feature of a faculty member's assigned courses. The chair, the dean, and the provost must approve in writing all course reductions in advance of the first day of class for a semester. A course reduction for any of these reasons should be equivalent to approximately 135 hours per semester (equivalent to 45 hours of face-to-face time, plus 90 hours for course preparation/grading /student interactions).

<i>Date</i>		<i>Contract months</i>				
<i>Name</i>		<i>Title</i>				
<i>College</i>		<i>Department</i>				
<i>Default Load</i>		<i>Requested Load</i>	<i>Fall</i>		<i>Spring</i>	

Summary of Teaching Load:

Course prefix Short title	Enrollment	# of credit hours	% of Load

Justification for teaching load reduction:

Role	SCH	% of Load	Fall	Spring
Administrative Assignments: supplements teaching function (Chair, Program Coordinator)				
Research: Tenure Track or Tenured and research Productive (<i>check one</i>)				
Academic Support: Deans/Associate Deans/ Associate Provosts				
Other:				

NOTES: % of load is based on 100 (12sch or 15sch-for fixed term)

APPROVALS:

Department Chair: _____ approved denied Date: _____

College Dean: _____ approved denied Date: _____

Provost: _____ approved denied Date: _____