

## Administrative Policy on Course Release for Administrators Re-Entering the Faculty

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### Purpose

The purpose of this document is to provide course release guidelines for administrators planning on re-entering the faculty in the College of Liberal Arts.

### Background

Faculty in the College of Liberal Arts may serve in various administrative roles, such as department chair. This administrative service necessarily takes faculty away from research and teaching activities. Upon completion of their administrative duties and when preparing to re-enter the faculty, administrators may find it beneficial to obtain course release to allow them to re-engage in their teaching and research agendas.

### Policy

This policy applies to faculty serving in the following administrative capacities: department chair, associate dean, senior associate dean, and dean. Policy guidelines are as follows:

1. A faculty member who serves *six or more consecutive years* in an administrative capacity would receive a one quarter or one semester release from courses upon re-entry into the faculty.
2. A faculty member who serves *nine or more consecutive years* in an administrative capacity would receive an additional one quarter or one semester release from courses upon re-entry into the faculty.
3. Course release under these guidelines must be approved by the dean (or by the provost in the case of the dean). Eligible administrators who plan on re-entering the faculty should request such release at the earliest possible time (typically during the plan of work development period) to allow for appropriate course planning by their home department.
4. Course release under these guidelines is not a 'professional leave', but releases the faculty member from teaching courses while they work to re-establish a research agenda and/or serve the College and their department.
5. These guidelines are not intended to supersede any other contractual agreements made between the university and the administrative faculty member.

### Timeline

These guidelines will take effect beginning September 1, 2011.

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