Professional Development Request

Please Complete the following form when requesting course releases or academic leaves. Submit requests to the Associate Academic Vice President of Instruction.

Date _____

Faculty Name _____

Project _____

Effected Semester(s) _____

Nature of Request __Deans Course Reassignment _ VP Course Release

_ Academic Leave

Please answer the following question in your request for funds, a course release, or a professional development leave.

1. What is the purpose of your project?

2. How does your project work in concert with your faculty development plan?

3. How will your project benefit students, your department, and yourself?

4. Have you had any second course releases in the last five years? If so, detail when and what they were used for.

5. How will your request impact the ability of your department to cover their courses?

6. If you are requesting funds, how were your department/college funds used? Please submit a budget with your request.

Please include a letter of support from your Department Chair and College Dean.