



POLICY AND PROCEDURE

TITLE:	Full-Time Faculty Course Release
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POLICY STATEMENT:

Full-time faculty interested in focusing on extraordinary service or scholarly activities that support the University's mission and departmental goals may seek approval for a reduction in their teaching responsibilities. Administrative approval for course release from the University's Standard Teaching Load of five classes a semester does not relieve faculty of their other teaching duties or their ordinary service, scholarship and other departmental responsibilities.

Goodwin University values teaching excellence, service to the University and community, as well as participation in scholarly activities and professional growth. Full-time faculty may be released from teaching a course or courses in order to focus on extraordinary service or scholarship activities that support the University's mission and departmental goals. All course releases must be approved by the Dean and the Provost and Dean of Faculty.

PROCEDURE DETAILS:

The following procedure explains how faculty may obtain a course release from the Standard Teaching Load in order to focus on extraordinary service or scholarship that supports the University's mission and departmental goals. This procedure applies to Simple Course Release only; it does not apply to sabbaticals or other extended leave options.

Deans

- Budget for anticipated course releases and part-time faculty course coverage.
- Approve or deny, in collaboration with the Dean of Faculty, course release requests.
- Track and document course releases.

Provost and Dean of Faculty

- Approve or deny, in collaboration with the Chair, course release requests.
- Create an institutional-level report on course release (once a semester).
- Assist with the resolution of disputes.

Faculty

- Complete the Faculty Course Release Request form with his/her supervisor.
 - The form must:
 - Be complete and contain evidence that the requested course release will not negatively impact the department.
 - Explain how the proposed extraordinary service or scholarly activity, for which the course release is sought, goes beyond the faculty member's regular responsibilities and is consistent with the mission of the University and departmental goals.
 - Indicate, based on consultation with the Dean, whether an adjunct instructor will be hired as a replacement, the cost of hiring this instructor, and any external funding sources.

- Submit the form to the Dean.
 - Ideally, the form should be submitted to the Dean 60 days before the semester in which the Course Release is being requested.
- A course release should be taken in the semester indicated on the Faculty Course Release form. Course releases may not be stockpiled or taken en masse.

Dean and Provost and Dean of Faculty

- In collaboration with the Provost and Dean of Faculty, approve/deny requests and notify the faculty member of the decision within 14 days of the form's submission.
- Sign the form and ensure that the appropriate amount of release time is given using the guidelines established in the Course Release Time Equivalency Table in the attached Appendix.
- Ensure that the course release information is transmitted to Human Resources through the payroll worksheet.
- Course Releases may be authorized outside the annual fall contract renewal period.
- Monitor all approved course releases within the department.

Provost and Dean of Faculty

- Sign the Faculty Course Release Form and return it to the Dean.
- Maintain records for institutional reporting purposes.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☐ UNIVERSITY CATALOG

☐ STAFF HANDBOOK

☒ FACULTY HANDBOOK

☐ STUDENT HANDBOOK

DEFINITIONS:

One **Course Release** is equal to one three-credit class or one three-hour lab in a semester.

The **Standard Teaching Load** for a full-time faculty member is five classes a semester, three semesters a year.

EXCLUSIONS:

- This policy applies to course releases only. There is a separate University policy on extended, scholarly leaves (i.e., sabbatical).
- Usually a course release is granted for one semester. No employees with faculty status, except for Deans, may reduce their teaching load to less than one course a semester.
- Deans and Program Directors do not need to seek course release approval. Their course releases for administrative responsibilities are part of their offer letter.
- Course releases will be granted only if the department is able to accommodate them within the department budget.
- Course releases do not relieve faculty members from their other ordinary responsibilities to the University, including their remaining teaching and scholarship obligations, participation on governance committees, and departmental participation and service obligations.
- Course releases should be taken in the semester requested on the Faculty Course Release form. Course releases may not be stockpiled or taken en masse.
- Exceptions to this policy may be made by the Provost and Dean of Faculty on a case-by-case basis when it serves the interests of the department and the University.
- In deciding whether to grant a course release request, independent studies (also called One-to-Ones) are not considered part of the Standard Teaching Load.

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Faculty Senate

Academic Leadership

Human Resources
Accounting

HISTORY:

Reviewed by Faculty Senate May 2013
Reviewed by Chairs January 2014
Approved by Academic Affairs February 2014
Approved by Cabinet February 2014
Re-formatted February 2017
Reviewed December 2017
Reviewed and Revised December 2019
Updated with Logo and University January 2020
Revised July 2025

EFFECTIVE DATE:	January 1, 2014
RESPONSIBLE OFFICE (ONLY ONE):	Office of the Provost and Dean of Faculty
REVIEW DATE:	Annually

APPENDIX:

Course Release Time Equivalency by Semester Table*

<u>Service/Scholarship</u>	<u>Course Release Equivalency</u>
New Course Development	1 Course Release = 1 course developed with the complete curriculum as outlined by the Online Studies department
OIE Fellow	1 Course Release = Approved project by Provost and Dean of Faculty
Other Extraordinary Projects	Determined in collaboration with the faculty member, Program Director and Dean. The project must be outside the scope of ordinary responsibilities and require a reduction in teaching load in order for the project to be accomplished by the desired deadline.

*Course releases for academic leadership or advising work do not require completion of a Course Release Request Form. Deans should ensure that these course releases are recorded in the annual offer letter and reflected on the semester payroll worksheet (CD = Curriculum Director, CC = Course Coordinator, PD = Program Director, CI = Clinical Coordinator, FA = Faculty Advisor)

Faculty Course Release Request Form

<https://www.goodwin.edu/files/pdfs/policies/course-release-faculty-form.pdf>