

Professional Development Request

Date _____

Faculty Name _____

Project _____

Effectuated Semester(s) _____

Nature of Request ☐ First Course Release ☐ Second Course Release
 ☐ Professional Development Leave

Semester(s) Affected _____

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.

Second course releases are initiated in conversation with a faculty member's Chair and Dean and are reviewed by the Dean in conjunction with the Associate Academic Vice President.

Two course releases are not given in the same semester or term.