

**Request for Instructional Release OR Administrative Assignment**

Faculty Members Name: \_\_\_\_\_

Term(s) in which Instructional Release or Administrative Assignment is requested (Term/Year): \_\_\_\_\_

Course(s) requesting release from: \_\_\_\_\_

Rationale for release from instructional duties (must reference appropriate policy criterion) or request for administrative assignment, as follows:

1. For release from instructional duties due to the college’s need for increased institutional service or outreach, the faculty member must attach a “green sheet” for the “9” and provide a written rationale for why an increase in service or outreach load that involves release from instructional load (“36”) is mission critical for the college.
2. For administrative assignment that involves release from instructional load (“36”), the faculty member must attach a list of duties and clock hours required to perform duties that cannot otherwise be accomplished by Dean’s Office staff or Associate Dean and a written rationale for why these administrative duties are mission critical for the college.

Dean’s evaluation of existing non-instructional load as:  Met  Not Met

Dean’s Expectations for Deliverables:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**X**

\_\_\_\_\_  
Dean’s Approval/Date

**X**

\_\_\_\_\_  
Provost’s Approval/Date