

UNIVERSITY OF NORTH ALABAMA
FACULTY SCHEDULE AND WORKLOAD SHEET

RELEASED TIME

Faculty Member: _____ **Date:** _____

If the teaching load is less than 12 semester or 16 contact hours, a written statement of the proposed research, publication, public service or professional enrichment activity planned by the faculty member for the semester must follow. Be specific in listing your proposed research, publication, public service or professional enrichment activity including such things as goals for the semester, when project will be completed (estimate), publications to be forthcoming, benefits to the University or community, continuance of the project beyond current semester and requested released time (normal reduction is limited to three credit hours or equivalent contact hours).

FORM APPROVAL

Department Chair _____ Date _____

College Dean _____ Date _____

Vice President Academic Affairs/
Provost _____ Date _____

2/22/16

Types of Released Time Activities
Which Will Be Approved
As Schedules and Budgets Permit

1. Research: pure and applied
2. Publication preparation: articles and books
3. Chairing of major university committees: e.g., major accreditation reviews, special ad hoc committees
4. Chairing governance units: e.g., Faculty Senate
5. Community service activities
6. Professional enrichment or other activities as approved by the respective department chair and college dean