

RHE Course Release Programs

Course Release Programs, Request for Proposals Academic Year 2010-2011 Review Cycle

The Faculty Development Committee invites proposals for three separate programs to support research, scholarship and creative activity at the Ohio University regional campuses through teaching load reductions.

Group I faculty members on regional campuses are expected to be actively engaged in their disciplines. Evidence of professional development is a requirement for tenure and promotion, and evaluation of such work should be included in the annual review process on each campus. These programs are intended to provide a mechanism, through Teaching Load Reduction Grants, to reduce temporarily the teaching load of faculty members who are engaged in work that is likely to lead to publication, presentations at national conferences in the discipline, obtaining significant outside grants or other appropriate achievements, such as opportunities to show or present artistic work in significant venues. Teaching load reductions under these particular programs are not intended to support course development or service activities.

New Faculty Course Release Program

Receipt Deadline: open deadline

PROGRAM OVERVIEW

This program awards up to **12 credit hours (or its equivalent) of release time spread over three consecutive quarters**, not including the summer quarter, during the academic year(s) in which the release time is granted. The release time will **only** be awarded in either the first or second year of employment.

The consecutive quarters of release **must** be worked out with the Campus Dean prior to submission of the application.

ELIGIBILITY REQUIREMENTS

- Any Group I faculty member from a regional campus within the first two years of employment is eligible for this program.
- The release time **must** be spread over three consecutive quarters, not including the summer quarter.
- The faculty member **will not** teach overload courses during the program, though up to two overload hours resulting from courses with non-standard credit hours are allowable.
- Faculty participating in this program are expected to maintain their employment with the university for at least one academic year from the conclusion of the release time.

GUIDELINES

The faculty member **must** submit an application (see form below) by the receipt deadline as part of the application process.

PROPOSAL SUBMISSION

Submit one (1) original of the complete application form with required signatures to the Academic Division Coordinator.

REVIEW CRITERIA

Applications will be reviewed by the Academic Division Coordinator, Associate Dean and Dean.

REPORTING REQUIREMENTS

The faculty member **must** provide his or her Academic Division Coordinator, Campus Dean, and Faculty Development Committee Chair with (1) a statement of goals prior to the beginning of the program and (2) a brief report, including a statement of activities and accomplishments, within one month of completing the program. No future Regional campus-funded internal awards will be made to the applicant without receipt of the final report.

Three-Course Release Program

Receipt Deadline: April 15

Notification Date: May 15

PROGRAM OVERVIEW

This program can award a load reduction of **up to 12 hours within one academic year** with the following caveats.

- No more than 10% of the Group I faculty currently serving on regional campuses can be granted release from this program within a given academic year.
- Each campus, except the Southern campus, can award reductions to two individuals each year. The Southern campus can award one reduction, until such time as there are at least 16 Group I faculty members serving on the campus.
- Additional awards may be made "at large," up to the 10% maximum. Except in unusual cases, no more than three awards will be made at a single campus in a given year.

The 12-hour reduction **can be** taken in a single quarter or spread over any of the three quarters in an academic year. The distribution should be determined by the nature of the project and the potential impact on the class schedule at the campus. In addition, if the faculty member is eligible for a University Faculty Fellowship leave, he or she normally will be expected to pursue that option, rather than to seek a reduction under this policy.

ELIGIBILITY REQUIREMENTS

- Any Group I faculty member from a regional campus is eligible for this program.
- Ordinarily, any one individual cannot receive a Teaching Load Reduction Grant more often than once every three years.
- The faculty member **will not** engage in overload teaching during the academic year in which the reduction is approved **unless otherwise approved**.

- The campus Dean and the Executive Dean can approve a single overload course. Justification for the overload, in terms of student needs, will be required.
- The faculty member **will not** teach overload courses during the program, though up to two overload hours resulting from courses with non-standard credit hours are allowable.
- Faculty participating in this program are expected to maintain their employment with the university for at least one academic year from the conclusion of the release time.

GUIDELINES

The faculty member **must** submit the following by the receipt deadline as part of the application process:

- Course Release Program Application Form
- Project Summary (three-page limit)
 - significance of the project
 - work plan and timeline
 - past productivity of the faculty member
 - relevance of the project to the mission of the campus and to the faculty member's discipline
- Biosketch (two-page limit)
- No appendices are permitted

PROPOSAL SUBMISSION

Email one (1) original of the complete application form with required signatures*, project summary, and biosketch by 5:00 p.m. on April 15, the year preceding the anticipated reduction, to:

Chris Gabriel
 Haning Hall 121
 Ohio University, Athens, OH 45701
 Phone: 740-597-1553
 Email: gabrielc@ohio.edu

*The campus Dean must approve any application that is sent to the RHE Office. Applications for Teaching Load Reduction Grants are due to the campus Dean for signature no later than March 15 of the year preceding the anticipated reduction. The Dean's approval should be informed by recommendations from the faculty member's Division Coordinator and by some local committee of faculty members assigned to review the applications.

REVIEW CRITERIA

Applications will be reviewed by the RHE Faculty Development Committee. In making awards under this program, priority will be given to those projects that are most likely to lead to dissemination of the scholarship or creative activity. Consideration will be given to the significance of the project, past productivity of the faculty member, relevance of the project to the mission of the campus and to the faculty member's discipline, and length of time since previous reductions. Impact of the reduction on course offerings at the campus will be considered with regard to the specific quarter or quarters for which a reduction is being

requested. Ordinarily, priority should be given to probationary faculty members or others for whom the reduction might be especially valuable in seeking a promotion. If issues regarding promotion or tenure are essentially equivalent for different applicants, then seniority in rank and years of service should be given priority. Full professors do retain eligibility for teaching load reductions under this policy.

The Executive Dean, in consultation with the Deans, will make any "at large" awards beyond the minimums available at each campus.

REPORTING REQUIREMENTS

The faculty member **must** provide his or her Academic Division Coordinator, Campus Dean, and Faculty Development Committee Chair with a brief report, including a statement of activities and accomplishments, within one month of completing the program. **No future Regional campus-funded internal awards will be made to the applicant without receipt of the final report.**

One-Course Release Program

Receipt Deadline: April 15

Notification Date: May 15

PROGRAM OVERVIEW

This program can award a course load reduction of **up to 5 hours or one course, which ever is less, in a single quarter** with the following caveats.

- No more than 20% of all Group I Faculty currently serving on regional campuses can be granted release from this program within a given academic year.
- An individual can apply for the One-Course Release Program every year if qualifications of the program are met with each application and a positive record of prior release time has been established.
- Although a faculty member may apply for a one-course release at the same time as for another RHE program or grant or a Faculty Fellowship, the one-course release **will not** be awarded to anyone receiving release time through another program.
- The faculty member **will not** participate in overload teaching during the academic year in which the load reduction has been provided.

ELIGIBILITY REQUIREMENTS

- Any Group I faculty member from a regional campus is eligible for this program.
- The faculty member **will not** teach overload courses during the program, though up to two overload hours resulting from courses with non-standard credit hours are allowable.
- Faculty participating in this program are expected to maintain their employment with the university for at least one academic year from the conclusion of the release time.

GUIDELINES

The faculty member **must** submit the following by the receipt deadline as part of the application process:

- Course Release Program Application Form
- Project Summary (three-page limit)
 - significance of the project
 - work plan and timeline
 - past productivity of the faculty member
 - relevance of the project to the mission of the campus and to the faculty member's discipline
- Biosketch (two-page limit)
- No appendices are permitted

PROPOSAL SUBMISSION

Email one (1) original of the complete application form with required signatures*, project summary, and biosketch by 5:00 p.m. on April 15, the year preceding the anticipated reduction, to:

Chris Gabriel
Haning Hall 121
Ohio University, Athens, OH 45701
Phone: 740-597-1553
Email: gabrielc@ohio.edu

*The campus Dean must approve any application that is sent to the RHE Office. Applications for Teaching Load Reduction Grants are due to the campus Dean for signature no later than March 15 of the year preceding the anticipated reduction. The Dean's approval should be informed by recommendations from the faculty member's Division Coordinator and by some local committee of faculty members assigned to review the applications.

REVIEW CRITERIA

Applications will be reviewed by the RHE Faculty Development Committee. Release times will be awarded strictly on the basis of their scholarly merit and the previous scholarship of the faculty member without regard for distribution of awards among campuses or previous release time received by the faculty member. However, while prior release time received is not taken into account, concurrent release time is not allowed. Thus some faculty who are very productive in scholarship may receive these releases frequently.

Awards under this program will be given to projects that are likely to lead to dissemination of the results. Consideration will be given to the significance of the project, past productivity of the faculty member, and length of time since previous reduction. Faculty at all ranks, both tenured and untenured, will be equally considered for the one-course release program. The impact of the reduction on course offerings at the campus will be considered with regard to the specific quarter for which a reduction is being requested. The particular course that is released must be approved

by the campus Associate Dean, taking into account factors such as number of students enrolled, curricular need, and availability of adjuncts to replace the faculty member.

REPORTING REQUIREMENTS

The faculty member **must** provide his or her Academic Division Coordinator, Campus Dean, and Faculty Development Committee Chair with a brief report, including a statement of activities and accomplishments, within one month of completing the program. The campus may require additional dissemination of the scholarship and creative activity, such as presentation at a faculty colloquium. **No future Regional campus-funded internal awards will be made to the applicant without receipt of the final report.**

COURSE RELEASE PROGRAM APPLICATION FORM

NAME OF APPLICANT: _____

YEAR OF EMPLOYMENT: _____

NEW FACULTY: YES NO

STATUS: Asst. Prof. Assoc. Prof. Prof.

TENURE STATUS: Tenured Untenured

CAMPUS ADDRESS: _____

E-MAIL ADDRESS: _____

1-course release

3-course release

QUARTERS REQUESTED FOR RELEASE

Fall Winter Spring Fiscal Year: _____

Fall Winter Spring Fiscal Year: _____

Fall Winter Spring Fiscal Year: _____

Choose one and list courses:

COURSES REQUESTED FOR RELEASE PROJECTED COURSE LOAD

PREVIOUS COURSE RELEASE RECEIVED

Fall Winter Spring Fiscal Year: _____

Fall Winter Spring Fiscal Year: _____

Fall Winter Spring Fiscal Year: _____

Applicant's Signature		Academic Division Coordinator Signature	
Signature		Signature	
Name		Name	
Dept/School		Unit	
Date		Date	
Associate Dean's Signature		Dean's Signature	
Signature		Signature	
Name		Name	
Campus		Campus	
Date		Date	