

Course Release Policy

April, 2011

In March 12, 2009 memo, then Dean of Faculty Susan Campbell announced a new policy on course releases, following a recommendation from EAC and Faculty Council. That policy offered all dept chairs and program directors a WT course release, and offered a F/S course release to first-time chairs of large departments for 2009-10. The Provost would also grant up to three discretionary course releases to chairs or directors facing a particularly burdensome years (multiple reviews, hiring, external reviews, etc).

Though not noted in the March 2009 memo, EAC also volunteered to give up their course release at that time, a decision they have subsequently found burdensome. PC and RC retained their course release options, though not every PC/RC member exercises that option every year.

A slightly revised course release policy appears below. This policy has been reviewed by Faculty Council and EAC. The primary changes or clarifications are that (1) EAC members are now offered the option of a course release if also serving as department chair, or at the discretion of the Provost; and (2) small track, section or program heads may or may not receive a WT course release, depending on size and demands of program.

It is expected that when a colleague is elected to PC, RC, or EAC, or appointed as department/program chair, the Dean of Faculty or Provost will consult with him or her regarding expected teaching responsibilities for the following year, and determine appropriate course releases according to the policy below.

Promotions and Reappointment Committee members – WT release, + one F/S course release

EAC – WT release, + one F/S course release if also a department chair, or at discretion of Provost, depending on individual teaching load and expected workload for committee.

Dept/Program chairs, large departments (8 or more FTE's, \$5,000 stipend) – WT release, with first-time chairs getting a F/S release as well.

Dept/Program chairs, small departments (4-7 FTE's, \$3,750 stipend) – WT release.

Track/section/small program heads (0-3 FTE's, \$1,500 stipend) – possible WT release at discretion of Provost. (Criteria: substantial hiring, large number of students/advises, unusual programming demands).

Dept/Program chairs – up to 3 chairs of large departments/programs annually may be granted discretionary F/S releases upon request in anticipation of an unusually busy year. (Criteria: some combination of large number of reviews, multiple hires, external review, unusual programming demands).

Commons Heads – one course reduction, alternating W and F/S for duration of term.

Note: New faculty do not receive, and never have been authorized to receive, a course release.

Rev. 5/2/11