



**WAYNE STATE  
UNIVERSITY**

**College of Fine, Performing and Communication  
Arts**

**Office of the Dean**

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## **FACULTY COURSE RELEASE POLICY**

### **University Policy**

**University Policy 05-3.3.2.** “[T]he teaching responsibilities of faculty members normally should not be reduced to allow them to perform other responsibilities.”

### **CFPCA Policy**

Faculty members interested in a one-time course release beyond the Faculty Workload Policy of their department should request it through the Department Chair. Reductions in a department’s standard teaching and/or assignment load may only be made with the approval of College. The primary factor taken into consideration will be amount of responsibility required for the role. Consistently high merit salary evaluations in the category of Research/Creative Activity and Service will also influence the decisions for tenured and tenure-track faculty members. Faculty members who receive a release from teaching are also expected to fulfill their regular Department and College obligations.

### **Procedures**

1. Reductions in the standard teaching and/or assignment load for a faculty member should be requested by the Chair and approved in advance by the Dean.
2. Faculty course release requests should be endorsed by the department Chair and submitted to the Assistant Dean by July 1. Requests are submitted annually.
3. Exceptions from a department’s standard Teaching and/or Assignment Policy should submit the required form to the Assistant Dean by July 1, including (1) the course or activity requested for teaching and/or assignment release, (2) the purpose of the release, (3) the semester of the release, (4) the impact of the release on course offerings and/or department activities, and (5) the department’s compensation plan.
  - a. Exceptions are handled on a case-by-case basis, limited to one (1) course per academic year, and should not be considered a precedent.
4. Faculty course releases initiated by the Dean will be discussed in advance with the department Chair.
5. Chairs should consult with the Dean any time a faculty member requests or agrees to additional teaching and/or assignments in load.