



WAYNE STATE
UNIVERSITY

**College of Fine, Performing and
Communication Arts
Office of the Dean**
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Detroit, MI 48202
(313) 577-5342
(313) 577-5355 Fax

FACULTY COURSE RELEASE FORM

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 approval of the College. The primary factor taken into consideration will be the amount of responsibility required for the role. Consistently high merit salary evaluations in the category of Research/Creative Activity and Service will 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.

Course Release Deadlines: Departments should forward the completed form to Robin Collins by September 1 – for Winter semester; January 10 – for Spring/Summer semester; April 1 – for Fall semester

Faculty Name		
Department		
<input type="checkbox"/> Art & Art History <input type="checkbox"/> Communication <input type="checkbox"/> Music <input type="checkbox"/> Theatre & Dance		
Current Course Load		
Number of courses faculty member teaches each year	Fall:	Winter:
Course/s Requested for Teaching Release		
Class ID:	Title:	<input type="checkbox"/> Fall <input type="checkbox"/> Winter
Class ID:	Title:	<input type="checkbox"/> Fall <input type="checkbox"/> Winter
Purpose of the Course Release		
Impact on Course Offerings		
Chair’s Signature		<input type="checkbox"/> Approve <input type="checkbox"/> Deny
Date		
Dean’s Signature		<input type="checkbox"/> Approve <input type="checkbox"/> Deny
Date		

A copy of the approved form will be sent to the faculty member and Department Chair.