**RHE Course Release Programs**

**New Faculty Course Release Program**

**Receipt Deadline: Open Deadline**

**PROGRAM OVERVIEW**

This program awards **6 credit hours (or its equivalent) of release time spread over two semesters,** not including the summer, 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 semesters of release **must** be worked out with the Campus Dean prior to submission of the application.

**ELIGIBILITY REQUIREMENTS**

* Any Tenure Track 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 two terms, not including the summer term.
* The faculty member **will not** teach overload courses during the program and no more than two courses the summer term following the course release.
* 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.

**Course Release Program**

**Fall Funding Deadline for Submission:** The fourth Thursday of the Spring Semester

**Spring Funding Deadline for Submission:** The fourth Thursday of the Fall Semester

**PROGRAM OVERVIEW**

This program can award a one-course load reduction of **up to 4 hours within one academic year** with the following caveats.

* No more than 10% of the Tenure Track faculty currently serving on regional campuses can be granted release from this program within a given academic year.
* Each campus can award reductions to two individuals each year.
* 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 one-course reduction **can be** taken in a single term as approved by campus administration. 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. Faculty granted a University Faculty Fellowship leave are not eligible for this program until three years after returning from the University Faculty Fellowship leave.

**ELIGIBILITY REQUIREMENTS**

* Any Tenure Track faculty member from a regional campus is eligible for this program three years after employment.
* Ordinarily, any one individual cannot receive a Post Tenure Course Release more often than once every other year. Prior to Tenure, individuals can receive a Course Release every year, but preference will be given to faculty members (Pre- or Post-Tenure) who did not get a release the previous year.
* The faculty member **will not** engage in overload teaching during the academic year in which the reduction is approved **unless otherwise approved** by the campus Dean and Vice-Provost of Regional Higher Education to meet a critical scheduling need.
	+ The campus Dean and the Vice-Provost of Regional Higher Education can approve a single overload course. Justification for the overload, in terms of student needs, will be required.
* 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.

**International Travel Fund**

**Receipt Deadline: Open Deadline**

The International Travel Fund has been established to support international travel by faculty members who are making scholarly presentations or serving in a leadership capacity for an international, scholarly organization.

**ELIGIBILITY REQUIREMENTS**

* All Tenure Track faculty members are eligible for this funding. The only requirements are that the trip be approved through normal regional campus processes, that the regional campus provide matching funding within its normal guidelines, and that the faculty member seek funding through the University International Travel Fund (UITF). Assuming these conditions, the faculty member is eligible for up to $1,500 toward approved expenses. Eligibility is limited to one trip every two years. Trips to Canada will not normally be covered by this fund.

**For more information, contact:**

**RHE Faculty Development Committee Chair or Campus FDC Representative**