



Course Release/Buyout Request

Faculty members wishing to be released from teaching responsibilities for an academic term must receive prior written approval for that release from the Dean.

Applicant Information

Name: _____ Academic Unit _____

I hereby request approval for release from my instructional duties as follows:

Academic Year _____ Credit Value of Buyout _____

This release from duties will be funded as follows:

Funder: _____ (Please attach supporting documentation)

Project Title (if applicable) _____

Research account # (if known): _____

Applicant (signature) (date)

New Course Buyout/Release Request (Chair/Director)

I certify that the Department is prepared to release the above-noted faculty member from their teaching duties for the courses and period specified below.

Course Code (eg: PSYC1001)	Academic Year	Term	Credit Value
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Note: Requested teaching buyouts normally must not exceed 1.5 credits in a single academic year.

Chair/Director (print name) (signature) (date)

PLEASE SUBMIT FOR APPROVAL TO THE DEAN, FACULTY OF ARTS AND SOCIAL SCIENCES

New Course Buyout/Release Request (Dean)

Approved as presented: _____ Approved with modifications: _____ Denied: _____

Dean (print name) (signature) (date)

For use by FASS Finance Only

Replacement Cost/Acct#: _____ Benefit Amt/Acct#: _____