



Academic Affairs Directive 2014-02	Issue Date: September 22, 2014
Subject: Guidelines for New Faculty Release Time	Effective date: Sept. 22, 2014 Revision date:
Approved: James LJ Houpis, Provost	
Division: Academic Affairs	
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AUTHORITY

CFA – CBA Article 20.1-3

POLICY

According to CBA 20.3b;

“In the assignment of workload, consideration shall be given at least to the following factors: graduate instruction, activity classes, laboratory courses, supervision, distance learning, sports, and directed study. Consideration for adjustments in workload shall be given to at least the following: preparation for substantive changes in instructional methods, research, student teacher supervision, thesis supervision, supervision of fieldwork, and service on a University committee.”

Special consideration in workload must be given to new faculty, as they will typically have more curriculum to develop in a shorter period of time than faculty that have been at the university for two or more years. Furthermore, with increased attention given to scholarly accomplishment, new faculty need additional time to initiate their scholarly efforts. As such, it is the policy of Academic Affairs to grant all new probationary faculty 33% release time each year to for the first two academic years of their assignment.

PROCEDURES

Initial contract that new probationary faculty sign will include 33% release time each year to for the first two academic years of their assignment.