Application for a Course Release (3.4 TEUs) for a Scholarly or Artistic Project

Deadline: February 1

Name:

Department:

**Description**: As described in the *Faculty Handbook* (section 6.7), a full-time faculty member may request a course release (3.4 TEUs) to complete a scholarly or artistic project.

**Process:** The faculty member should first discuss the proposal with the department chair to determine the project’s feasibility, taking into account its value and potential impact on staffing or budget.

**Faculty member:** Submits this application to cas-academic-affairs@bethel.edu by **February 1**, copying department chair in the email.

**Department chair:** Responds to faculty email by **February 3** with “Reply All” indicating whether he/she supports the project.

In some circumstances (e.g., a new book contract), application may be made after February 1.

Have you previously applied for this type of course release?

[ ]  No.

[ ]  Yes. If so, when?

Have you previously received this type of course release?

[ ]  No.

[ ]  Yes. If so, when?

1. What are you proposing to do? In 1-2 paragraphs, describe your project; be sure to address its purpose and scope, as well as any background or contextual information that will be helpful in assessing its importance and timeliness:

1. Indicate for which of the following purposes you are requesting a release:

[ ]  Meeting a deadline to complete a manuscript (e.g., dissertation, publisher’s contract).

[ ]  Meeting a deadline to present a performance, complete a creative work, or mount an exhibition.

[ ]  Other. Please describe:

1. Describe contributions that the project will make to any of the following areas:

[ ]  Your professional development:

[ ]  Bethel students:

[ ]  Bethel University as an institution:

[ ]  Communities beyond Bethel:

1. Have you have completed a similar projects or projecs?

[ ]  No.

[ ]  Yes. If so, please describe: