



HAIGAZIAN UNIVERSITY

APPLICATION FOR TEACHING RELEASE TIME

DATE: _____

NAME: _____ RANK: _____

DEPT: _____ FACULTY: _____

Date of Full-time Appointment to Faculty _____ Date of Last Promotion _____

Dates of All Prior Teaching Releases & Sabbaticals _____

PROPOSED CREDIT HOURS OF TEACHING RELEASE

Type of research: ☐ Non sponsored research ☐ Sponsored Research

If Sponsored Research, indicate the proposed credit hours of teaching release _____

Requested period: ☐ Fall Semester, (year) _____ ☐ Spring Semester, (year) _____

➤ **Please attach the following items to this application form:**

- A narrative proposal (up to 3 pages) describing the project the applicant will undertake or complete during the term of the Release Time. The narrative statement should include an explanation of how the proposed project would make a contribution to the applicant's research and advance the larger field of study as well as why it is needed to move the applicant's scholarly career forward.
- If discretionary funds are requested, a detailed budget breakdown must be included explaining the need for and proposed use of these funds (maximum \$2000).
- A curriculum vitae.

The application, including this signed cover sheet and the three items above, should be prepared as one document and given to your Chair of Department to submit to the Office of the Provost* and the Dean.

To the Chair of Department: Please sign below and attach a letter of support explaining why teaching release will advance the candidate's scholarly career and include a statement that the applicant's department is willing to grant the requested Teaching Release. Completed applications should be sent as one e-mail attachment from the Chair of Department to the Provost and the Dean, and must be received by the end of November. The candidate and the Chair of Department will be notified of the status of the application by the end of December of the same year.

Applicant's signature

Chair of Department's signature

Dean's approval (to be obtained by the Provost's office)

* In the absence of a Provost, submit to the Office of the Dean.

** When research undertaken during TRT is sponsored by HU, the faculty member is required to continue full-time teaching at HU for one academic year following the TRT.