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](mailto: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: