



Rensselaer

School of Humanities,
Arts, and Social Sciences

Course Release Request Form

Submit to: Brian Woods, Manager of Administrative Operations
School of Humanities, Arts, and Social Sciences / woodsb3@rpi.edu / 5302 Russell Sage Lab

1. Date
2. Name of person requesting course release
3. Department
4. Is this release request supporting a HASS PhD student through research charge-out funding? **Yes** **No**
 - A. If yes, please provide the name of student(s)
 - B. If not, but requesting release under criteria B, C, E, F, or G, provide justification for supporting named student

5. Enter course release details in the table below. Fill in all fields.

Semester	Year	Criteria	Note/Grant Number <i>(administrative appointment, year of start-up, or grant number)</i>	Course Impacted by Release <i>(to be taught if release is pending or rejected)</i>	Programmatic Impact <i>Specify if the course is program-required, required elective, or elective. Indicate its impact on pathways.</i>
<i>e.g., Fall</i>	<i>e.g., 2024</i>	<i>e.g., H</i>	<i>e.g., Arts UPD</i>	<i>e.g., ARTS 2960 Gender in Art</i>	<i>e.g., Elective; Not applicable to pathways</i>

6. Department Head's Recommendation Yes No

7. Department Head's Signature Date

8. PI's Signature (if requesting A, C, D, F) Date

9. Dean's Recommendation Yes No

10. Dean's Signature Date

Dean's Rationale:

HASS Course Release Criteria Explanation

When to Submit

All faculty members requesting a course release should submit the *Course Release Request Form* by November preceding the AY in which the course release is requested. A faculty member may apply at any time before the semester starts due to changes in teaching, research, or service.

Should graduate support be directed to a student outside HASS, the PI should include the rationale on the *Request for Course Release Form*.

Pending Grants

Course releases that are requested using pending grants will not be approved. The faculty member may apply for a course release when the grant is awarded.

Minimum Teaching Load

Each faculty member must teach at least one course per 9-month appointment regardless of course releases.

Criteria	Research Charge Out		Anticipated Research Expenditures	Number of Course Releases/AY
A	10% of 9-month salary		Not applicable	1
B	\$0		\$100K that includes HASS graduate student support	1
C	10% of 9-month salary	AND	\$100K that includes HASS graduate student support	2
D	20% of 9-month salary			2
E	\$0		\$250K that includes HASS graduate student support	2
F	10% of 9-month salary		\$250K that includes HASS graduate student support	3
G	\$0		\$750K that includes HASS graduate student support	3
H	Administrative Course Releases			
I	Start-up Course Releases			
J	CHE Overload			