

HASS Course Release Appeal Process

The *Course Release Request Form* is a mechanism that documents all modifications to the *HASS Faculty Loading Policy*.

Any member of the HASS faculty who has requested and been declined a course release, may request an appeal for the declination. The appealing faculty member, forthwith known as the appellant, shall notify the Dean's Office of the intent to appeal no later than two weeks from receipt of the declination. The appealing faculty member shall have no more than one month after the date of the declination to submit a written statement to the Dean's Office that (1) restates the criterion for the declination and (2) provides additional information or insight that might be relevant to the appeal.

The written appeal should minimally include (1) the original facts of the course release request accompanied by (2) any new or additional information that should be considered. The written appeal and the declined *Course Release Request Form* will be reviewed and voted on by the HASS Executive Committee comprised of the following membership:

- All Department Heads/Program Director, excluding the Department Head/Program Director of the appellant's Department/Program. The appellant's Department Head is excluded because either the Department Head initially declined the course release OR the Department Head approved the course release prior to a declination by the Dean.
- Associate Dean for Academic Affairs
- Associate Dean for Research and Graduate Studies

The membership of the Executive Committee will elect a scribe for the appeal proceedings. Following *Robert's Rules of Order*, one of the members will put forth a motion, and after the motion receives a second, the motion—accompanied by the appellant's written statement— will be discussed by the membership. During deliberation, any member can *call the question* which advances the motion to a vote. A simple majority of the membership is needed for the motion to pass.

The recommendation of the membership may follow one of three options: (1) uphold the declination; (2) reverse the declination based on the information provided by the appellant that was not originally contained in the course release request; or (3) resubmit the course release with changes which must be completed by the appellant no more than two weeks following the written recommendation. Recommendations must be consistent with HASS and Institute policy. All recommendations are final, and the appellant may not further appeal.

The scribe will share the written record of the deliberation with the membership for approval within two weeks of the deliberations. Once the written record is approved by the membership, the written record will be shared with the appellant, the Department Head of the appellant, and the Dean.