NOTRE DAME DE NAMUR UNIVERSITY
COMMITTEE ON FACULTY DEVELOPMENT

APPLICATION FOR RELEASE TIME

Release Time, limited to three units per faculty per year, is available to full-time faculty only; a total of 9 units are available. Criteria are described on pages 53-54 of the Faculty Handbook. Release time may be obtained for research and creative projects, including the development of pilot programs or courses and team teaching projects if these include research or creative work.

Please complete the following and attach as a cover sheet to your application:

Your name: _____________________________ Department: _____________________
Signature: ______________________________ Date: ___________________________

Please check the box indicating the semester when the release time is to be awarded. Note that these awards are for Academic Year, 2016-2017:

☐ Fall 2016
☐ Spring 2017
☐ Summer 2017

Applications must be submitted by Monday, November 2, 2015

Only applications submitted by the deadline will be considered.

I. Release time applications should include the following information, typed and attached to this form.
   1. Title and summary of faculty development project being proposed.
   2. Activities and methodology
   3. Purpose and value for you and NDNU
   4. Estimated timetable for conducting and completing activities.
   5. Audience for whom your results might be published or presented.

II. Attach two letters of support, one from a NDNU colleague, a publisher, collaborator, or other non-NDNU colleague.

III. Obtain the following signatures to ensure proper scheduling and budgeting:

   Signature of Department Chair or Program Director (to acknowledge scheduling changes that will occur if application is approved):

   ____________________________________________

   Signature of Department Chair or School Dean (to acknowledge budgeting changes that will occur if application is approved):

   ____________________________________________

Note: Award recipients are expected to report the results of their projects as outlined in the Faculty Handbook.

Submit the above materials via interoffice mail to Marianne Delaporte, co-chair, Faculty Development Committee, c/o Dept of Philosophy & Religious Studies.