

NOTRE DAME DE NAMUR UNIVERSITY  
FACULTY DEVELOPMENT COMMITTEE

## 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. 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. Submit your application as a PDF file electronically to the chair of the Faculty Development Committee. The application deadline is February 15<sup>th</sup>.

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Project Title: \_\_\_\_\_ Date: \_\_\_\_\_

Please check the box indicating the semester when the release time is requested:

Fall 20\_\_

Spring 20\_\_

Summer 20\_\_

Release time applications should include the following, 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 for NDNU. [Please address expected contributions to the following fields: a. online pedagogy/technology b. student engagement c. community engagement d. diversity e. any other]
4. Estimated timetable for conducting and completing activities.
5. Audience for whom your results might be published or presented.

Academic Unit Leader: (Schedule approval): \_\_\_\_\_

Dean: (Budget approval) \_\_\_\_\_

(Approval e-mail from the AUL and the dean may be attached).

NOTE: Award recipients will be scheduled to present the results of their projects via colloquium or other format to share with the NDNU community.