

# Request for a Reduction in Teaching Load for Externally Funded Research in 2025-26

NAME

RANK

DEPARTMENT

PROJECT TITLE(S)

ABSTRACT(S)

GRANTING AGENCY

YEAR AWARDED \_\_\_\_\_\_\_\_

DURATION

AMOUNT

ROLE (Principal Investigator, Co-Investigator, or Other-please explain)

TOTAL RELEASE REQUESTED IN FCEs

* 0.5 FCE
* 1.0 FCE
* OTHER, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please note that release is granted based on actual teaching load: a reduced teaching load due to a Research/Study Leave, for example, would reduce the granted release accordingly.)

ACADEMIC YEAR REQUESTED:

RATIONALE REGARDING WHY A COURSE RELEASE IS REQUESTED (why a reduction in teaching in the current academic year is necessary to conduct the research).

***Please attach a copy of the letter of acceptance from the external granting agency.***

(Faculty member’s signature) (Date)

COMMENTS (Please note in your comments if you support the release as requested.):

(Department Chair’s signature) (Date)

COMMENTS:

(Dean’s signature) (Date)