

PRINCIPLES FOR RELEASED TIME AGREEMENTS

Approved by Executive Committee: November 3, 1997; Updated April 23, 2002

The English Department encourages ambitious research programs. Because the department has limited resources, the Executive Committee recommends released-time for extraordinary circumstances according to the following principles:

1. The English Department acknowledges two categories of released-time agreements—1) ex officio and 2) direct requests.
2. The assistant chair of the department maintains a list of released-time agreements and will publish the list at the beginning of each fall term.
3. The Executive Committee responds to direct requests for released time, primarily, to foster research and creative writing. The following criteria apply:
 - ~~///~~ Departmental needs govern all requests; for example, the Executive Committee must evaluate scheduling demands or a shortage in teaching staff.
 - ~~///~~ Any faculty member is eligible to submit a request to the Executive Committee.
 - ~~///~~ The applicant must submit a written rationale with his or her request.
 - ~~///~~ The Executive Committee can make no allocations for summer terms; this constraint is imposed by the policy of the College of Arts and Sciences.
 - ~~///~~ The Executive Committee will make no more than one released-time allocation for any single project.
 - ~~///~~ The Executive Committee will weigh the timeliness of a request; e.g., is the project at its most intense phase? Are grant or publisher's deadlines involved?
 - ~~///~~ A faculty member who has been awarded released time in the previous five years will have a lower priority than those who have not.
 - ~~///~~ Ordinarily, the Executive Committee will not make an allocation based on a scholarly article or a single, brief creative piece. Applicants working on a series of articles or creative pieces should make that fact known in their requests.
 - ~~///~~ Ordinarily, released time will not be extended to any faculty member whose load would thus be reduced to one course for the semester.
 - ~~///~~ An applicant submitting a request should do so as far in advance of the period requested as practical (preferably 4-6 months).

Ex-Officio Released Time Agreements for English faculty. The numbers indicate teaching load. Summer release is not allowed under current A&S regulations except for the Chair.

The following positions have these teaching loads:

Chair of Department: 1-1

Assistant Chair: 2-2

TASP Director: 2-2

The following positions carry the course reductions listed below:

Chair Promotion and Tenure Committee: One course per academic year

Chair of Personnel Affairs Committee: One course per academic year

Chair of Linguistics: One course per academic year

Chair of Technical Writing: One course per academic year

Chair of Creative Writing: One course per academic year

Chair of Graduate Studies: Two courses per academic year

Chair of Freshman/Sophomore Courses: One course per academic year

Editor, *Studies in the Novel*: One course per academic year

Editor, *Smollett Editions*: One course per academic year

Editor, *Thackery Editions*: One course per academic year

Editor, *American Literary Review*: One course per academic year

Editor, *North Texas Review*: One course per academic year

Doctoral Placement Officer: One course per two academic years

Instructor in Great Books: One course release for nine hours in the classroom—as taught.

Special conditions govern the Director of the Writing Center and the Director of the Office of Postgraduate Studies, whose teaching loads are negotiated with the Provost.