

REQUEST FOR A HARPUR COLLEGE DEAN'S TEACHING RELEASE AWARD ASSIGNMENT

TO: Pamela G. Smart, Associate Dean, Harpur College of Arts and Sciences

FROM: _____

I request a Dean's Teaching Release Award assignment for the _____ semester of 20____ or for the academic/calendar year 20____ (for a course reduction across two semesters), and I agree to the stipulations indicated below:

1. This award will begin prior to the semester during which the evaluation for my tenure and promotion will begin.
2. I understand that this is not a leave and that I must arrange with the chair of my department to continue my other commitments to students and to the University.
3. I shall continue as a faculty member at Binghamton University for at least one year after the conclusion of the semester during which I am assigned a dean's teaching release award. (Please note that any faculty member who does not return for at least one year of additional employment after a dean's teaching release award may be expected to remit to the University any salary paid by the University while on assignment, or to arrange for the new employer to reimburse the University for such salary.)
4. Within six months of the end of the semester during which I am assigned to a Dean's Teaching Release Award, I shall report the results of my research to the chair of my department, who will forward this report to the Dean of Harpur College of Arts and Sciences.
5. I shall inform the Dean of Harpur College of Arts and Sciences of the amount and source of any supplemental income earned during the period of research.

Signature

Date

Chair's Endorsement

I endorse the above request for a Dean's Teaching Release Award assignment. This assignment will not impair the department's ability to make its appropriate contribution to all-college requirements and service courses and to ensure that its majors and graduate students are able to make timely progress toward completion of their degree.

Signature

Date

Dean's Approval

Signature

Date