



DOROTHY F. SCHMIDT COLLEGE OF ARTS AND LETTERS

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MEMORANDUM

TO: Faculty of the College of Arts and Letters
FROM: Heather Coltman, Dean
RE: Policy on Tenure-Seeking Course Releases
DATE: April 14, 2016

A handwritten signature in black ink that reads 'Heather Coltman'.

This policy clarifies and formalizes tenure-seeking course release guidelines for all units in the College.

Upon confirmation of appointment, the department Chair/Director and the Faculty Member determine the best time for the two pre-tenure course releases, based on projected progress to be made on the research/scholarship/creative achievement agenda in Years 1-5. The first course release is to be used during Years 1-3; the second course release is to be used during Years 4-5.