



Course Load Reduction Application

Submit one copy of all materials to the Dean's office.

Name: _____ Member of Regis Faculty Since: _____

Department: _____ Rank: _____

I am requesting a course load reduction of _____ credits for the _____ semester.

I agree to submit a 1-2 page summary of what was accomplished the semester following the granting of the course load reduction.

Date: _____ Signature: _____

Please attach the following to this form:

- o Summary (1-2 pages) of the project that includes:
 - Nature of the project.
 - Value to the faculty member and/or students.
 - Value to Regis College.
- o Letter from Department Chairperson or Division Director that includes:
 - Arrangements for release time.
 - Approval of the proposal.

Guidelines

Regis College offers course load reductions, as available, to aid a faculty member in accomplishing such projects as:

- Redesigning an existing course.
- Designing a new course.
- Writing a manuscript, musical score, completing an art project, etc.
- Working on a research project.
- Writing a grant proposal.
- Constructing equipment.
- Continuing Education.
- Professional Development.
- Any project considered beneficial to the students, faculty.

12.11 Required Reports on Research Activities

Recipients of reduced teaching loads and/or financial support for research are required to submit a report on their research activity to the department chairperson or program director, the Dean, and the Chairperson of the Teaching, Scholarship and Service Committee within thirty days of the beginning of the semester following the period of their reduced load or financial assistance. Ordinarily, this report will be made in writing. However, at the request of the Committee and with agreement of the faculty member such reports may instead be made orally to an interested group of faculty and students.

*Faculty Status Agreement
Regis University and The Chapter, Regis College Faculty, Regis University Librarians
July 2002 – July 2005*