



OKLAHOMA CITY COMMUNITY COLLEGE

**NO. 4031: DEVELOPING AND APPROVING FACULTY RELEASE TIME**

- 1.0 All faculty release time must be officially approved by the Vice President for Academic Affairs prior to commencement of the proposed work activities.
- 2.0 Department Director, Chair, or Program Director. Release time for each department chair will be approved at the beginning of the fiscal year. The amount of release time will be specified on a Reassignment of Faculty Responsibilities form and will be accompanied by specific job functions to be performed. The request, which is prepared jointly by the faculty member and Division Dean, will be forwarded to the Vice President for Academic Affairs for approval. Release time for both fall and spring semesters will normally be considered at the beginning of the fiscal year.
- 3.0 Instructional-Related Activities. All other release time will be discussed informally between the Division Dean and the Vice President for Academic Affairs prior to submittal of a Reassignment of Faculty Responsibilities form. Following this discussion, the faculty member and the Division Dean will complete the form and forward the form to the Vice President for Academic Affairs for approval.
- 4.0 After approval by the Vice President for Academic Affairs, copies will be distributed to Human Resources, Division Dean, and the faculty member.

Revised: September 30, 1997

Revised: May 3, 2004