

POLICY & PROCEDURES MEMORANDUM

TITLE:	RELEASED TIME
EFFECTIVE DATE:	June 9, 2021* <i>(*Procedural Update 6/--/21; 11/29/17; Title Updates 3/26/12; 9/18/06; Original: 11/4/03)</i>
CANCELLATION:	AA-2420.1C (11/29/17)
OFFICE:	Academic Affairs (AA)

POLICY STATEMENT

Delgado Community College provides opportunities for faculty members to be released from all or a portion of their full-time teaching workload for the purpose of performing special assignments. When released time is granted, a faculty member's total salary for both released time assignment(s) and full-time teaching duties will not exceed one hundred percent (100%) of the total compensation for their full-time teaching workload.

The procedures associated with requesting and processing released time for faculty members are further outlined in detail in this memorandum.

PROCEDURES & SPECIFIC INFORMATION

1. Purpose

To publish policies and procedures for granting and processing released time requests.

2. Scope and Applicability

This policy and procedures memorandum applies to the following faculty members at Delgado Community College: 9-Month Faculty; 12-Month Faculty; and Grant Employees who are in grant positions comparable to full-time faculty teaching credit courses.

3. **Procedures and Responsibilities**

When released time is granted, a faculty member's total salary for both released time assignment(s) and full-time teaching duties will not exceed one hundred percent (100%) of the total compensation for their full-time teaching workload. Released time cannot exceed 40% of the faculty member's regular full-time teaching workload in the fall or spring semester (or 20% during the summer session). Exceptions to the percentage maximum include Department/Program Chair duties for larger departments/programs, as per the College's [Additional Compensation for Full-time Faculty policy](#), and other exceptions as approved by the Vice Chancellor for Academic and Student Affairs.

One credit hour of released time is equivalent to 2.5 hours of work per week for the fall or spring semester, and 4.5 hours of work per week in the summer session.

The following applies to granting released time to full-time teaching faculty:

- A. A faculty member requesting released time from their teaching workload to perform special assignment(s) must complete and submit a [Request for Released Time](#), Form 2420/001 to the Division Dean.
- B. The Division Dean evaluates the request, consults with the Associate Vice Chancellor for Academic Affairs, and, if warranted, recommends approval to the Vice Chancellor for Academic and Student Affairs, no later than the end of the spring semester for the following academic year. If released time is approved, the Division Dean ensures necessary arrangements have been made to have all classes fully covered.
- C. The Vice Chancellor for Academic and Student Affairs is the final approval authority for Requests for Released Time. By the 14th class day (7th class day for summer sessions), each Division Dean will submit to the Vice Chancellor for Academic and Student Affairs a list of all faculty members who have been granted released time with their percentages and will maintain originals of all Requests for Released Time forms (approved and disapproved). The Division Dean will also provide copies of the approved forms to the faculty member, Assistant Vice Chancellor for Human Resources, and Vice Chancellor for Academic and Student Affairs. The Office of the Vice Chancellor for Academic and Student Affairs will send a copy of the comprehensive list of all faculty who have been approved for released time with their percentages to the Vice Chancellor for Business and Administrative Affairs.

- D. The Vice Chancellor for Academic and Student Affairs will utilize released time information in conjunction with enrolment data, faculty staffing, teaching contracts, etc., in assessing the cost effectiveness of the College's academic management.

4. **Cancellation**

This policy and procedures memorandum cancels AA-2420.1C *Released Time*, dated November 29, 2017.

Attachment:

[Request for Released Time](#) (Form 2420/001)

Policy Reference:

Delgado Policy and Procedures Memorandum, [Additional Compensation for Full-time Faculty](#)

Review Process:

Academic Affairs Council 9/25/03
Business and Administrative Affairs 10/28/03
Executive Council 11/4/03
Vice Chancellor for Academic Affairs Title Update Approval 9/18/06
Vice Chancellor for Academic Affairs Title Update Approval 3/26/12
Vice Chancellor for Academic Affairs Procedural Update Approval 11/29/17
Vice Chancellor for Academic and Student Affairs Procedural Update Approval 6/9/2021

Distribution:

Electronic Distribution Via College's Website