

**POLICY & PROCEDURES MEMORANDUM**

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<b>TITLE:</b>	<b>RELEASED TIME</b>
<b>EFFECTIVE DATE:</b>	<b>November 4, 2003*</b> <i>(*Title Updates 3/26/12; 9/18/06)</i>
<b>CANCELLATION:</b>	DCI 2420.1B (2/20/90)
<b>OFFICE:</b>	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 his or her 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; Temporary Full-Time Faculty; and Grant Employees who are in grant positions comparable to full-time faculty teaching credit courses.

3. **Procedures and Responsibilities**

- A. A faculty member requesting released time from his/her teaching workload to perform special assignment(s) must complete and submit a [Request for Released Time](#), Form 2420/001 (Attachment A), to the Division Dean.
- B. The Division Dean evaluates the request and, if warranted, recommends approval. If released time is approved, the Division Dean ensures necessary arrangements have been made to have all classes fully covered.
- C. The Division Dean is the final approval authority for Requests for Released Time. By the 14<sup>th</sup> class day (7<sup>th</sup> class day for summer sessions), each Division Dean will submit to the Vice Chancellor for Academic Affairs and the Assistant Vice Chancellor for Financial Services a list of all faculty members who have been granted released time together with the 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 and Assistant Vice Chancellor for Human Resources.
- D. The Vice Chancellor for Academic 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 DCI 420.1B, *Request for Released Time*, dated February 20, 1990.

*Attachment:*

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

*Review Process:*

Academic Affairs Council 9/25/03  
Business and Administrative Affairs 10/28/03  
Executive Council 11/4/03

*Distribution:*

Electronic Distribution Via Intranet and E-Mail Systems



**REQUEST FOR RELEASED TIME**

Name

Division

Campus

I request that the above-named individual be assigned released time during the:

Fall Semester  Spring Semester  Summer Session      Year:

**Describe Purpose of and Justification for Released Time:**

**Describe Duties to Be Performed:**

Amount of Time Requested:  20%     40%    Other:  %

Percentage Teaching Load:  20%     40%    Other:  %

\*\*\*\*\* *To Be Completed by Division Dean* \*\*\*\*\*

**Staffing Plan for Released Classes:** *(Include number/description of equivalent classes from which faculty member is released. Provide number of adjunct faculty appointments and/or names of faculty member(s) with overload contracts required to offer released classes, if applicable.)*

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**Approved:**

\_\_\_\_\_  
Division Dean

\_\_\_\_\_  
Date