

Professional Development Course Release Request

Name:

Title/Rank:

Department:

**Proposed dates of
course release:**

Date of appointment at CSU:

**Date of last professional development
course release:**

Funding amount for course release (salary only – no fringe):

Account number to receive course release funding:

Explanation, if applying for funding other than the course release:

Attach to this cover sheet:

Detailed professional development plan: Please refer to Section E.2.1.3 of the Academic Faculty and Administrative Professional Manual for a complete overview of the professional development course release policies. Write a proposal (up to 2 pages) describing the professional development activity you plan to undertake. Address how this activity (a) will result in professional growth and increase the applicant's overall level of knowledge as it relates to current job duties, and (b) will enhance our students' educational experiences. Include in the request a detailed description of specific goals to be achieved from having the release time available. Provide a current CV, and any applicable supporting documents such as invitation letters from host institutions or letters of financial support. Submit the above materials first to the department chair. The chair will then write a letter to accompany the application and send all materials to college dean. The dean then writes a brief letter for each application and sends all materials to the Provost's Office. The chair and dean may or may not support the release time.

Final report: Faculty will submit a brief (half page) report on their professional development activity to the Department Chair who will forward it to the Dean and the the Provost's Office for review within three months of the completion of the professional development leave.

Signatures:

Faculty member

College Business Officer

Department Chair