

# UH Hilo Release Time Request

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Semester: \_\_\_\_\_

Release Credits: \_\_\_\_\_

**Reason for requesting reduced teaching load:**

- |   |   |
|---|---|
| <input type="checkbox"/> ADMN (Administration)                    | <input type="checkbox"/> G ADMN (Grant / Contract Administration)     |
| <input type="checkbox"/> CDEV (Curriculum / Program Development)  | <input type="checkbox"/> OTA (Non-Credit / Other Teaching Assignment) |
| <input type="checkbox"/> CGCC (Congress Chair or Committee Chair) | <input type="checkbox"/> RES (Research)                               |
| <input type="checkbox"/> D CHR (Department Chair)                 | <input type="checkbox"/> Other:                                       |
| <input type="checkbox"/> D CHR (Division Chair)                   | <input type="checkbox"/>  |

**Describe the reduced teaching load request.**

**List the course(s) NOT being taught if released time is approved.**

**Describe how the course(s) above will be covered. If receiving outside funds, indicate source.**

|                                      |  |                           |      |
|--------------------------------------|--|---------------------------|------|
| <input type="checkbox"/> Recommended | <input type="checkbox"/> Not Recommended | Department Chair (if any) | Date |
| <input type="checkbox"/> Recommended | <input type="checkbox"/> Not recommended | Division Chair (if any)   | Date |
| <input type="checkbox"/> Approved    | <input type="checkbox"/> Disapproved     | Dean                      | Date |