

Essex County College College Regulation

REG 6-5 AUTHORIZATION FOR RELEASE TIME (ACADEMIC PERSONNEL)

Purpose:

To establish the process for authorizing and granting release time for Academic Personnel.

Application:

1. Release time will be granted by the President, subject to budgetary considerations only for the following:
 - (a) Institutional Priority Projects
 - (b) Management needs
 - (c) Special functions identified by the President
 - (d) Educational/Academic Research Projects not covered in items a to c above
 - (e) Contractual.
3. Release time funded by outside sources, for which prior authorization has been given by the President, may be granted without regard to "a" above.
4. Release time for institutional priority projects should only be considered for extraordinary, time-consuming institutional activities.
5. Contractual release time will be provided as agreed, and will be considered part of the individual's basic load.
6. Release time recommendations, based on management needs, will be made by the Dean at least thirty (30) days prior to the semester or term for which the release time is proposed.
7. The President will approve the granting of all release time based on recommendations made by the Vice President/Chief Academic Officer in consultation with the Deans' Council, in addition to any release time the President may award for special functions. Each recommendation from the Dean should include the faculty member's anticipated responsibilities and an evaluation of previous performance, if applicable. A copy of the approval will be sent by the President to the Dean. The Dean will amend the faculty schedule(s) and notify the individuals involved and the immediate project supervisor.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A:64A-12(o)
Regulation History: App. 3/86, Rev. 10/01; 07/02; 12/10, 3/17	Attachment(s):