



ASSOCIATE PROFESSOR POST-TENURE TEACHING RELEASE REQUEST

Last Revised: September 11, 2024

Teaching release requests must be submitted via the Department Chair to the Dean's Office (via monicametcalf@miami.edu) for approval, no later than **November 8, 2024**

Section I: General Information

Faculty Name Department
Date of initial appointment at UM Date Tenure Awarded

Section II: Proposed Release Dates

Fall 2025 (August 15, 2025 – December 31, 2025) **Spring 2026** (January 1, 2026 – May 15, 2026)

Section III: Additional Documentation and Information

Attach the following documents to this form:

- Proposal (*no more than five pages*) prepared in consultation with the Department Chair and the mentor that includes: career goals, scholarly agenda, and a proposed timetable to promotion
- Updated curriculum vitae in [standard University of Miami format](#)

Date of last research leave or internal fellowship that came with a teaching load reduction:

Section IV: Commitment to the University of Miami

In accepting this teaching load release, I recognize my obligation to return to the University for one year following the release. Within two months of my return, I will submit a report of my activities and scholarly outputs to my Department Chair, Mentor, and Dean.

Faculty Signature Date

TO BE COMPLETED BY DEPARTMENT CHAIR

In addition to the letter of recommendation, please provide the following information:

- Courses taught by this faculty member will not be offered or will be covered by colleagues at no additional cost
- Supplemental funding requested for part-time replacement(s), i.e., request replacement funding only for classes (sections) that you intend to offer that had been taught by this faculty member

Number of courses \$ per course (salary only, excluding CFB)

Approval

Department Chair Signature Date
Mentor Signature Date
Dean Signature Date