

**Texas Woman's University  
University Regulation and Procedure**

**Regulation and Procedure Name: Full-Time Faculty Release Time for Educational Activities**

**Regulation and Procedure Number: URP: 02.338**

**Policy Owner: Academic Affairs**

**POLICY STATEMENT**

Faculty who are in tenure-track positions and who seek to develop a new area of expertise to meet the academic goals of the college/school to offer different or new courses of study to meet changing needs and directions, may be given a reduced teaching assignment which may necessitate the hiring of an adjunct faculty to fulfill part of the normal teaching assignment or the reassignment of existing faculty.

**APPLICABILITY**

This policy is applicable to TWU Faculty.

**DEFINITIONS**

None

**REGULATION AND PROCEDURE**

I. Procedures

If such arrangements are made, the following factors will be taken into account:

- A. The educational program being attended must be for the purpose of developing a new area of expertise which has been determined to be needed to meet the goals of the college/school and is subject to approval of the dean. Release time is not permitted to pursue education which meets basic job requirements (such as doctoral education).
- B. The faculty member must be in a tenure-track position and must have been on the faculty for a minimum of two years.
- C. The faculty member must make a commitment to remain at TWU for one year for each semester in which an adjunct faculty is hired to fulfill part of that individual's normal teaching load or other faculty assigned to pick up

additional courses. Faculty who do not return from or who do not remain at the University for the committed amount of time are to be held responsible for fully refunding to the University all costs associated with course replacement (i.e., adjunct faculty). Normally, faculty release time under this policy may be no greater than one half the normal teaching load.

- D. The teaching assignment is to be negotiated with the academic component administrator. In making a decision, the academic component administrator will consider the impact of the individual's absence on the current program.
- E. This arrangement can be made only when there are adequate funds available to cover the cost of the adjunct faculty or reassignment of teaching responsibilities among current faculty is possible.

II. Agreement Template

AGREEMENT BETWEEN  
TEXAS WOMAN'S UNIVERSITY

(college/academic component)

AND

(faculty name)

The (college/academic component) has a need for faculty prepared to teach (discipline/course/field) and there are current faculty interested in seeking preparation. Thus, this agreement is entered into for the mutual benefit of the (college/academic component) and the individual named. This agreement shall not be interpreted as a commitment on behalf of the University for future employment.

- I. The (college/academic component) agrees to support (faculty name) in her/his educational endeavors by reducing her/his teaching load during the (semester/year) and by hiring an adjunct faculty member to assume a portion of the teaching load normally carried by the named faculty member.
- II. (Faculty name) agrees to remain on the faculty of the (college/academic component) for at least one academic year for each semester of support provided. Faculty who do not return from or who do not remain at the University for the committed amount of time are to be held responsible for fully refunding to the University all costs associated with course replacement (i.e., adjunct faculty).

SIGNATURES:

Faculty Name: \_\_\_\_\_ Provost/VPAA: \_\_\_\_\_

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

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

## **REVIEW**

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

## **REFERENCES**

None

## **FORMS AND TOOLS**

None

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