College of Fine Arts
THE UNIVERSITY OF UTAH

FACULTY COURSE RELEASE PROGRAM

TENURE-LINE & CAREER-LINE FACULTY

Revised 12/11/25

Please do not print – electronic submission only

(FACULTY MEMBERS WHO WILL BE ON SABBATICAL LEAVE, LEAVE OF ABSENCE, OR A FUNDED FELLOWSHIP DURING THE REQUESTED SEMESTER ARE NOT ELIGIBLE)

Purpose of the Faculty Course Release Program:
The CFA Faculty Course Release Program aims to provide an opportunity for full-time faculty members to request a release from teaching responsibilities (1-course/3-credit hours/.25 FTE equivalent) to support a significant research, teaching, or service project.

How does it work?

1. An eligible faculty member submits an application to their Department Chair/School Director. The application must clearly explain a specific opportunity and communicate a clear plan for engaging in a significant research, teaching, or service project.
2. The Department Chair/School Director considers all the applications submitted within the unit, and forwards the proposals they wish to support to the Dean's Office. (Chairs/Directors should take into account any other leaves within the unit, in order to ensure that the release will not negatively impact the unit, and will need to provide a ranking should multiple applications come from the same unit).
3. The academic unit must commit to contributing 1/3 of the total request cost (maximum $7,500, with a contribution maximum of $2,500 from the unit).
4. The CFA Grants Committee reviews the applications during the spring semester CFA grant cycle and makes recommendations to the Dean.
5. The Dean makes the final decision concerning awards.

Who is eligible?
All full-time CFA faculty (tenure-line and career-line) who are not already on leave for the requested semester. Faculty members must not have been awarded a CFA course release or a sabbatical within the past year and should not be eligible for a leave/sabbatical or departmentally awarded course release during the requested semester. Faculty members receiving course load credit or a course release for serving in administrative roles, such as Director of Graduate Studies, may still apply with the support of their Chair/Director. Faculty members may only apply once per academic year.

When are applications due?
Applications for both Fall and Spring semester of the next academic year will be due to the College on **February 15th.** Faculty members need to have discussions with their Chair/Director prior to completing this form, and submit their applications to the Chair/Director at least two weeks prior to the college submission date **(deadline for applications to Chair/Director is February 1).**

Prioritization of Requests

1. Faculty members not awarded leave/sabbatical or course release in the past year
2. Pre-tenured faculty proposing projects to support tenure
3. Faculty members seeking support for significant projects

APPLICANT INFORMATION

Faculty Member:

Title/Faculty Rank & Years at Rank:

Department/School:

Requested Semester:

PROPOSED COURSE TO BE RELEASED (TO BE COMPLETED BY THE FACULTY MEMBER)

Briefly explain how you and your Chair/Director plan to cover the course that is to be released

Description:

DESCRIPTION OF PROPOSED RESEARCH/TEACHING/SERVICE PROJECT (TO BE COMPLETED BY THE FACULTY MEMBER)

Clearly explain a specific opportunity and communicate a clear plan for engaging in it

**Note that information you include in this form about your research/teaching/service opportunities may be shared with the CFA Marketing & Communications Team for publicity purposes

Project Description:

FACULTY MEMBER:
PLEASE SAVE THIS DOCUMENT AND EMAIL IT TO YOUR CHAIR/DIRECTOR

CHAIR/DIRECTOR SUPPORT SECTION (TO BE COMPLETED BY THE CHAIR/DIRECTOR)

Please indicate your support for this proposal and include any additional comments (such as plans to cover the requested course that is being released, and ranking if you are supporting multiple proposals from the same unit)

Additional Comments & Written Support from Chair/Director:

Please include the dollar amount you are able to offer towards the course release in the box below. The College will provide a 2-to-1 match for the Department/School contribution (e.g., $2,500 provided by the unit and $5,000 provided by the college for a total of $7,500)

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Department/School Contribution Amount: _____

CHAIR/DIRECTOR:
PLEASE SAVE THIS DOCUMENT WITH YOUR COMMENTS AND DOLLAR AMOUNT ABOVE AND EMAIL IT TO TRENT.WELLS@UTAH.EDU

The CFA Grants Committee will review the submitted proposals and provide a recommendation to the Dean for awarding.