



**SUL ROSS STATE UNIVERSITY  
RIO GRANDE COLLEGE  
FACULTY RELEASE-TIME FORM**

The chairs must ensure that the workloads of RGC faculty within their departments are equitable and reasonable. The chairs are accountable to the Dean and the Executive Vice President/ Provost/for Academic Affairs for ensuring compliance with the provisions of the workload policy. Changes in the normal workload are recommended by the department chair, approved by the college dean and reported to the Vice President for Academic Affairs.

NAME: \_\_\_\_\_ COLLEGE: Rio Grande College

RANK: \_\_\_\_\_ DEPT: \_\_\_\_\_

SEMESTER:        Fall                Spring        YEAR: \_\_\_\_\_

# OF CREDIT HOURS TO BE RELEASED: \_\_\_\_\_

Describe the purpose of release from normal teaching load:

Is the activity describe above grant funded?                YES                NO  
Grant Title (if answered yes above): \_\_\_\_\_

Requested By: \_\_\_\_\_ Date \_\_\_\_\_  
FACULTY MEMBER

Approved/Disapproved \_\_\_\_\_ Date \_\_\_\_\_  
DEPT. CHAIR

Approved/Disapproved \_\_\_\_\_ Date \_\_\_\_\_  
DEAN

**NOTE:** The form must be submitted to the RGC Dean by census day each semester for which a release is sought.

