

**FACULTY MERIT RELEASE TIME AWARD**

The Faculty Merit Release Time Award may be used as contract funds (up to $2400) to provide a one course reduction in teaching load for the faculty member to devote additional time to research. The release time may be taken any time in the three-year period following notification of receipt of the award. Please complete a Faculty Contract form, <http://www.andrews.edu/HR/documents/contract.pdf> and submit along with this document to the Office of Research and Creative Scholarship, AD312 (mailbox 0355), for approval.

Alternatively, if you are already receiving research release time from teaching (such as a Sabbatical), you may take the $2400 as a cash reimbursement for expenses directly related to your research.

\_\_\_\_\_ I choose to take the release time award in \_\_\_\_\_\_\_\_\_ Semester, 20\_\_. The class that I will not be teaching is, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_ I have already received release time from teaching in order to do my research, and further teaching release is not practical. I am therefore opting to take the award as a research reimbursement.

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| **Project Title and Description** |
| Summarize how your research will benefit from the research release time (or research reimbursement). Please give detail regarding what will be accomplished that you either would not be able to do, or that would not be completed in as timely a manner, without this award. |
| 🡪[Please be detailed, box will expand to fit your needs] |

**Signatures needed:**

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Faculty Member Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Department Chair Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

School Dean Date

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Office of Research Date Account Number