

Executive Officer Approval Form

Application for Teaching Release Time in AY2026 (Fall 2025 or Spring 2026)

Please print the form then enter the requested information and have the executive officer(s) (the department and/or unit head) sign. Please **upload a PDF** of the signed form with your application(s) for release time.

INDICATE THE PROGRAM(S) YOU ARE APPLYING TO:

- Campus Research Board - Humanities Teaching Release Time (HRT)
- Center for Advanced Study (CAS)
- Humanities Research Institute (HRI)

Awards are a release from all regular teaching duties other than thesis direction.

Please note: a faculty member can only accept one of these awards in any academic year.

APPLICANT INFORMATION:

Name: _____ Rank: _____

INDICATE THE DEPARTMENT/UNIT(S) TEACHING RELEASE TIME IS REQUESTED FROM:

Please enter the name of your department/unit. If you have an appointment in more than one department/unit, indicate the additional appointment(s) and percentages (e.g., English/75% and Philosophy/25%):

Department/Unit	Appointment %

EXECUTIVE OFFICER APPROVAL SIGNATURE(S)

I support this application, and I am committed to releasing this faculty member from teaching for one semester during AY2026 if granted an award. Without this award the faculty member would otherwise not have access to a semester-long released time from teaching.

Department/Unit Name: _____

Executive Officer Name: _____

Executive Officer Signature

Date

Second Department/Unit Name **(if applicable)**: _____

Executive Officer Name: _____

Executive Officer Signature

Date

Third Department/Unit Name **(if applicable)**: _____

Executive Officer Name: _____

Executive Officer Signature

Date