This is the wording from the UEA contract:

**Individual Credit/Contact Hour Limit**
The maximum teaching load for any individual full-time Member on a nine-month, regular appointment, without administrative responsibility or released time shall be 24 credit hours or 32 contact hours per academic year. Faculty with a strong research program may apply for a reduced teaching load. Faculty proposals for such reductions must meet established criteria, be recommended by their department heads, and be approved by the Vice Chancellor for Academic Affairs. The University shall grant a minimum aggregate reduction of 24 credit hours per academic year based on approved applications. Preference will be given to tenure track faculty.

It appears that any Member is eligible but preference would be given to tenure track faculty.

**Tenure Track & Tenured Faculty Research Release Time Guidelines**
The contract allows a total of 24 credits of release time each academic year.

24 credits are available for faculty to request teaching release time to work on research related to their academic program, specialty area or expertise. This research:

- would advance the mission of the University of Minnesota, Crookston
- should enhance classroom teaching and be appropriate to extend into the classroom and the student experience
- should have any departmental or university funding approved before submission
- should have potential for external funding
- should have potential for interdisciplinary connections to evolve from the research
- may involve other educational or corporate partnerships in collaborative research
- has the potential to result in a publication

**Normal requests would be for three credits release per semester.** That is considered a 25 percent reduction in normal work load. A 25 percent reduction for the academic year would use six credits of this allocation.

**To apply for release time,** a faculty member must submit a request to their department head one full semester before the release is requested so that appropriate time is available to modify schedules or cover classes. Requests must include the following:
**Research Information** – the Faculty must submit to the Department Head a document that identifies:

1. the quantity and semester of release time requested
2. the topic and description of research activities
3. deliverables that will show progress at the end of each semester
4. any costs associated with the research
5. sources of funding to cover related costs
6. any related expectations for assistance on the project

**A cover page** signed by the Department Head and the Faculty must be completed indicating:

1. what change is being made in the faculty assignment during this release
2. how course needs will be provided to students in proper sequence
3. costs identified for the research and accepted by the department head
4. what course needs to be covered during the faculty members release time and how it will be covered

**This cover page and research information, when approved by the Department Head, must be submitted to the Vice Chancellor for Academic and Student Affairs for final approval by the following dates:**

**September 4, 2012** – for release time during spring semester 2013

**January 4, 2013** – for release time during fall semester 2013

The Vice Chancellor may approve project release time up to the maximum numbers of hours each year.

---

**Academic Affairs**

7/11/12