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.