Released Time Policy

Released Time is granted to the faculty member for the upcoming academic year when he/she EITHER (1) has one Accept in the last two years OR (2) has two Accepts in the last four years OR (3) is under a Released Time Contract.

An Accept is defined as one of the following three items: Publication in or unconditional letter of acceptance from the editor of (1) a peer reviewed journal OR (2) a publisher of academic texts OR (3) a scholarly book. A single work (article, book, or chapter) can result in ONLY a single Accept. For example, publication of an article in Year 1 cannot serve as an Accept if an unconditional letter of acceptance for that same article was used as the Accept in Year 0.

A Released Time Contract is granted when (1) a faculty member is currently not under a Released Time Contract, and (2) the faculty member can provide evidence of progress toward attaining an Accept in the upcoming year. Examples of evidence are: letter of receipt of manuscript from a refereed journal, any letter from the editor of a refereed journal that shows progress toward publication. Also, presentations and proceedings articles at reputable conferences will count as evidence provided the faculty member can make the case that the work reflects a project that is expected to lead to an Accept in the upcoming year. The project cited can result in ONLY a single Released Time Contract. Absent the above evidence, a Released Time Contract may be granted in extreme cases that warrant special consideration (e.g., health problems).

The procedure pertaining to the Released Time Contract is as follows:

a. The faculty member will fill out the Released Time Contract and submit it, together with the appropriate evidence, to his/her department chair at the same time as the FARAP.

b. The chair will review the submission and then make a recommendation to the dean.

c. The dean will approve or disapprove of the contract.

d. If the faculty member disagrees with the dean’s decision, he/she appeals the decision to the FASBEB (or Faculty Review Board, if it exists).