

UMSL - College of Education Faculty Course Load Reduction Request

The College of Education is dedicated to compliance with UM and UMSL Faculty Workload policies.

1) Faculty member requests course load reduction for EACH academic semester by forwarding this form to his/her Division chair by **July 1** for Fall semester and **October 15** for the Winter semester. It is the faculty's responsibility to obtain the Principle Investigator's signature.

2) Each semester requires a separate course load reduction request.

3) Division chair forwards any supported requests to Dean.

TO BE COMPLETED BY FACULTY MEMBER:

Application Date		Proposed Semester of Release	
Faculty Name		Division	

Courses To Be Taught During Release Semester :

<input type="checkbox"/>	CE	1)		SCH		Enroll ment	
<input type="checkbox"/>	CE	2)		SCH		Enroll ment	
<input type="checkbox"/>	CE	3)		SCH		Enroll ment	
<input type="checkbox"/>	CE	4)		SCH		Enroll ment	

If course information above is changed this course release may be CANCELLED. Notify Dean's Office of all changes.

Reduction Category

<input type="checkbox"/> New Hire	Hire Date			
<input type="checkbox"/> Reimbursed Research	PI		Mocode	
	PI Signature			
<input type="checkbox"/> Program Development	<input type="checkbox"/> Unfunded	<input type="checkbox"/> Funded	Mocode	
<input type="checkbox"/> Administrative	<input type="checkbox"/> Unfunded	<input type="checkbox"/> Funded	Mocode	
<input type="checkbox"/> Other	<input type="checkbox"/> Unfunded	<input type="checkbox"/> Funded	Mocode	

Additional information

Semester of most recent release:		Category of most recent release	
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TO BE COMPLETED BY DIVISION CHAIR

- Do Not Support (sign and forward to the Dean; copy to faculty)
- Support (complete the following section, sign and forward to the Dean)

Teaching Load to be Covered By

- Inload Faculty
- Overload Faculty
- Adjunct Name
- GTA Name
- Other Description

Comments

Signature Date

TO BE COMPLETED BY DEAN

- Approve
- Do not approve

Comments

Signature Date

COE DEAN'S OFFICE

- Recorded in Load Report
- Funding incl in 9-1 rpt JED none required

Comments