

## **Workload Letters**

Prior to the beginning of each academic year, each full-time faculty member will receive an official “Workload” letter. This letter informs the faculty member of their assigned courses as well as any other additional responsibilities expected of the professor.

## **Course Release**

Occasionally, faculty members take on additional responsibilities that extend beyond what would normally be required of a full-time faculty member. In these cases, the Vice president of Academic Affairs may approve these individuals for a course release. Faculty requesting course release but obtain permission from the VPAA prior to the beginning of the academic year.