

Course Reassignment Request ~ Scholarly/Creative Work

Due to Chairs by November 22nd ~ Due to Deans by November 29th

Fall of **Spring of** **(please add year to semester requested)**

Name:

Department:

1. Previous scholarly/creative reassignments and outcomes:

2. Please attach a brief description of your proposed activities that includes:
 - A description of and rationale for the project
 - Its connection to the overall status of your discipline/field
 - The work anticipated to be undertaken
 - The expected outcome
 - Its contribution to your professional development or scholarly/creative agenda

3. Estimate - hours per week allocated to various aspects of the project

4. Project timeline:
(For any projects involving publications specify the publication deadline.)

Chairperson recommendation: Yes No

Comments on proposal:

Dean's Recommendation: Yes No

Comments on proposal: