

Department of Family and Consumer Sciences

**RELEASE FOR ASSIGNED TIME OR TO TEACH A COURSE OUTSIDE
THE DEPARTMENT**

Please complete this form if you are interested in teaching a course for another department/program or submitting a grant proposal. Please give the chairperson one week to review before arranging for a meeting to discuss assigned time. If the Dean's signature is needed, please allow two weeks for review and discussion. After getting the chair's approval, submit one copy to department office and retain one copy for your personal file.

Name: _____

Rank: _____

Semester/Year Assigned Time Requested: (circle one) FALL / SPRING 20_____

Title of Grant Proposal _____

Funding Agency _____

OR

Course No. & Title of Course _____

Department _____

Reasons for Requesting Assigned Time: Grant/Teaching Outside of Department

Brief explanation: _____

Signature of applicant: _____ Date: _____

Department Chair's Approval: _____ Date: _____

Distribution: Original: Department Photocopy: Personal file