**Load Reduction Form**

This form has to be completed by faculty members who wish to request a course reduction (for course buyout you need to fill Course Buyout Form). The request has to be initiated at least one semester prior to the start of the semester when course reduction is planned to take place.

**Number of required course reduction (please tick the appropriate Box)**

[ ] One Course (3 ICH)

[ ] Two Courses (6 ICH)

[ ] More than 6 ICH per academic Year (Approval of VPCAO is required)

College:­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job ID Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Rank:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Joined QU:\_\_\_\_\_\_\_\_\_\_\_\_ Semester Request for Course Reduction:\_\_\_\_\_\_\_\_\_\_\_\_

**A. Teaching**

Please complete the table below for your anticipated teaching load for next semester or next academic year.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Year** | **Course Number** | **Course Title** | **Credit Hours**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**B. Active Research Projects**

Please complete the table below by listing all your current research projects’ involvement for the next academic year.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Title** | **Project Number** | **Funding Amount****($)** | **Source of Funding** | **Your Role** | **Start Date** | **End Date** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**C. Administration and Service**

Please specify in the table below your anticipated administrative and service commitments for the next academic year.

|  |  |  |  |
| --- | --- | --- | --- |
| **Committee Name** | **Your Role** | **Start Date** | **End Date** |
| **University:** |
|  |  |  |  |
|  |  |  |  |
| **College:** |
|  |  |  |  |
|  |  |  |  |
| **Department:** |
|  |  |  |  |
|  |  |  |  |
| **Others (Community):** |  |  |  |

**D. Rationale for Course Reduction (Required)**

|  |
| --- |
|  |

*Faculty Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Head of Department’s (HOD) Decision**

Based on the request, Head of Department’s decision is:

[ ] Support (sign and forward to the Dean)

[ ] Do Not Support (sign and forward to the Dean, copy to faculty member)

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Comments (including how the teaching load will be covered):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dean’s Decision**

Based on the request, Dean’s decision is(in either case, copy of the Dean’s decision will be sent to HOD and faculty member and the Dean’s decision is final and it is not subject to appeal):

[ ] Approve

[ ] Do Not Approve

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In case teaching load reduction request is more than 6 ICH, approval of the Vice President and Chief Academic Officer is required.**

**Dean’s Decision**

Based on the request, Dean’s decision is:

[ ] Support (sign and forward to the VPCAO)

[ ] Do Not Support (sign and send copy to HOD and faculty member)

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VPCAO’s Decision**

Based on the request from the Dean , VPCAO’s decision is (in either case, copy of the VPCAO’s decision will be sent to Dean, HOD and faculty member and theVPCAO’s decision is final and it is not subject to appeal):

[ ] Approve

[ ] Do Not Approve

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teaching Reduction Policy (Faculty Handbook, pp 69-70)**

***Administrative Dutie*s**

* President, Vice Presidents, Associate Vice Presidents, and Directors reporting to the President are exempted from all teaching duties.
* College Deans, Associate Deans, and Directors reporting to Vice Presidents are exempted from all teaching duties except for teaching one course (3 ICH)/year.
* Departmental Chairpersons are exempted from teaching duties except for teaching one course (3 ICH)/semester.
* Program Coordinators may be granted a teaching load reduction as recommended and determined by the College Dean.

***Commissioned Work***

Senior academic officials (President, Vice President and Chief Academic Officer, Dean) may commission a faculty member to perform specific functions or duties, and therefore be given a reduction in their teaching load according to the following formula:

* The President may free a faculty member partially or completely from teaching duties in order to engage in a commissioned assignments
* The Vice President and Chief Academic Officer may free partially a faculty member from teaching duties provided the reduction does not exceed 6 ICH/semester.
* A College Dean may free partially a faculty member from teaching duties provided the reduction does not exceed 3 ICH/semester.

***Research***

A faculty member’s teaching load may be reduced for purposes of research provided any one of the following conditions is met:

* The faculty member has been awarded an external research grant and the reduction is incorporated within the grant.
* The faculty member requests a load reduction in order to conduct his/her research. The request should be documented and a rationale be made for the load reduction. The Department Chairperson shall review the request and make a recommendation to the Dean who is authorized to approve a reduction of up to 3 ICH/semester for research purposes. Subsequent requests are based on whether the faculty member has used the reduction efficiently.
* The University commissions the faculty member to conduct research specific to its goals.

***Completion of Administrative Service***

* Faculty members who served in a senior administrative position (College Deans, Directors reporting to Vice-Presidents, or other high ranking administrators) for a full term are given a teaching load of 12 ICH/year for one year following their service.
* Faculty members in lower administrative ranks, or who have served for less than a full term may be considered for load reduction based on the approval of the President.

***Teaching a Course within QU Honor Program***

* Faculty members who are teaching one course within the honor program are granted a maximum load reduction of 3 ICH/semester.