September 24, 2024

Faculty Course Download Guidelines

Effective immediately, the Dean's office will institute the following course download guidelines for all faculty and instructors in the College:

- Department Chairs will be allowed a 1-course download for each semester that they serve in the role.
- Faculty Undergraduate Advisors will be allowed a 1-course download for each semester that they serve in the role.
- Faculty Graduate Advisors will be allowed a 1-course reduction for each academic year that they serve in the role.
- Fixed course downloads that were negotiated at the time of hire for Endowed Chairs will remain in place.
- Temporary course downloads for new and existing faculty/instructors will need to be approved by the Dean.