

## Professional Development Committee Course Reduction Guidelines

Faculty seeking reductions for having routinely taught more than 18 credits per term (accumulating “banked credit hours”) as well as for having supervised 24 undergraduate or 12 graduate credit hours (for Mansfield and not Columbus students) for independent-studies, research hours, honors thesis supervision, and other similar kinds of non-compensated instruction, should consult the Associate Dean.

**Guidelines:** Faculty may apply for one or more course reductions (or for credit hour reductions worth less than one course) per year for:

- 1) *Scholarship:* Course reductions may be requested to support scholarly or creative endeavors. Special consideration will be given to requests based on scholarship activities that will help the applicant either initiate or complete a major creative project. Examples include books, major data collections, journal articles, and art exhibitions.
- 2) *Major outreach opportunities* such as those offering significant service to the public either locally, statewide, nationally, or internationally. Special consideration will be given to projects that will directly benefit residents of Richland County and our surrounding communities. Examples of such activities include involvement in summer or after-school academic or arts programs for pre-K-12 students, collaborating with community organizations, and serving on community boards.
- 3) *Major service obligations to the profession* including journal editorship, officer of a national scholarly association, organizing a conference, curating an artistic or other creative display, and similar activities.

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**Application:** Please deliver an electronic version of the application form to the PDC chair by December 1<sup>st</sup>. PLEASE use only the spaces provided on the form for your responses. The application form is available online at the Faculty & Staff Handbook.

**Evaluation and Award:** The PDC will provide the Dean with comments concerning the merits of all received applications, along with the history of previous releases by the faculty applicant. The Dean will make final decisions based upon the PDC recommendations, as well as the merits of individual applications and budgetary/enrollment considerations. The Dean will also consult with Program Coordinators and the Associate Dean on final decisions to ensure that programmatic needs will be met. In some cases, the Dean may approve an individual’s request but at a lower number of releases than originally requested (e.g., 2 course releases requested but only 1 granted), or for a different semester.

This document is kept current by the Professional Development Committee.  
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