

**DEPARTMENT OF GEOGRAPHY
HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK
Application for Un-sponsored Research Release Time**

Name: _____ Date: _____

Rank: Assistant ___ Associate ___ Full ___ Professor _____ Tenured? Yes No

Effective Semester: _____ Number of credit hours _____

Number of granted and requested buyout from grants in this academic year: _____

Course release for administration in this academic year: _____

How do you plan to use this un-sponsored research release time (you may attach an extra page if necessary)?

Have you had un-sponsored research release time before? Yes No

If so, which semester/yr? _____

What was the result of your previous research release time (you may attach an extra page if necessary)?

TO BE SIGNED BY THE FACULTY MEMBER REQUESTING UNSPONSORED RESEARCH RELEASE TIME

I have read the Guidelines for Un-sponsored Research Release time:

Signature Date

BELOW THIS LINE TO BE FILLED OUT BY CHAIR

Granted: Yes No Chair's signature/date _____

If not granted, reason: _____

Guidelines for Un-sponsored Research Release Time:

1. The purpose of un-sponsored research release time is to allow professors the opportunity to pursue research activities that are unsupported by funded research release time. The core of these activities must be research-related (e.g. publication, grant application, or a research project).
2. Each tenured or tenure track professor is eligible for un-sponsored research release time for up to three (3) hours per academic year.
3. Faculty should submit the application to the Chair by September 30 for the upcoming spring semester and February 28 for the fall semester.
4. Un-sponsored research credits do not bank or rollover. Faculty must use them towards the full 21 contract hours workload in the year granted.
5. The combination of sponsored and un-sponsored research release time should be balanced against faculty teaching obligations. The total may not exceed 9 credits per year unless determined otherwise by the Chair.
6. Priority will be given to faculty members who are working toward promotion and who are without alternative research-related release time.
7. The timing and amount of un-sponsored research release time will be based on both individual and departmental needs and demonstrated research productivity by the faculty member. The teaching needs of the department are the top priority.
8. Future eligibility for additional un-sponsored research release time is contingent upon productivity of previous un-sponsored research release time.
9. Un-sponsored release time will be granted in consultation with the departmental P&B with the final decision determined by the Chair according to the guidelines outlined here. These are guidelines, not rules: granting of un-sponsored release time is ultimately at the Chair's discretion.