

Date:

Faculty Name:

EID:

Campus Address:

Department/School:

Dear _____,

This letter is to confirm your teaching assignment for _____ semester, 20____. Your teaching load includes release time. Your responsibilities for this assignment will include:

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This release-time assignment will conclude on _____.

During the term of this appointment, your full load will consist of the following assignments (XXXX 100, title of course, meeting days/times, etc):

- ____-credit release from instruction as described above;
- ;
- ; and,
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The above represents how you will achieve your contractual twelve (12) credit workload for the period of the assignment described above.

I appreciate your willingness to provide this service to the _____.

If the terms of the assignment are acceptable to you, please sign and return one copy of this letter as soon as possible. This will indicate your official acceptance of the release-time assignment.

Sincerely,

cc: Dean
Academic Human Resources

I accept the assignment as described above.

Signature

Date