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QATAR UNIVERSITY جامعة قطر

## Procedures for Faculty Teaching Load Reduction



January 2015

Faculty members who are active in research can apply ask for a one-course release from teaching (teaching load reduction) on the basis of the following parameters and criteria:

### **First: Allowable teaching load reduction and requirements**

Regular faculty who are active in research are eligible for a one course release per year. Priority will be given to faculty who are a recipient of one of the following research grants:

1. LPI or Co-LPI of at least one NPRP or JSREP without buyout time.
2. University Grants.
3. Other competitive research grant funded by private or state agencies other than QNRF.
4. Combination of PDRA and at least one of the following: UREP or GSRA.

In addition, faculty completing or revising a book manuscript for publication are eligible for a teaching load reduction provided that a publishing contract and a book synopsis are provided.

### **Second: Faculty members who are not eligible for a teaching load reduction if:**

1. They are still on probation.
2. Their only research activity is related to student grants.
3. They are visiting faculty members.

### **Third: Application procedure for teaching load reduction**

- (1) The faculty member fills out the attached request for teaching load reduction, submits to the Head of Department (HOD) and includes an updated CV.
- (2) The HOD forwards the applications for a teaching load reduction to the departmental research committee or equivalent for evaluation.
- (3) The committee submits its recommendations to the HOD.
- (4) The HOD submits its recommendation for approval to the Dean.
- (5) The faculty member is informed of the outcome of his/her application.

### **Fourth: Application deadline**

Requests for a teaching load reduction, for research purposes, could be submitted ANYTIME before the end of the second week of the semester preceding the semester for which the faculty member is seeking a teaching load reduction. This deadline applies to faculty who are applying for release time without buyout, and those applying for buyout time using allocated research funds in projects such as NPRP.

### **General Guidelines**

1. Any faculty researcher is eligible to apply for teaching load reduction, if he/she meets the above requirements and provides the required documentation.
2. Teaching load reduction must be prioritized based on the specific constraints and conditions of the granting department. Faculty release from teaching must not affect the teaching quality or the normal course offerings.
3. Priority in teaching load reduction should be given to faculty researchers who are also active in service to the Department, the College, and University.
4. A faculty member who is granted a teaching load reduction for research is required to submit a detailed progress report on his/her research findings to the HOD at the end of the semester.

The HOD and departmental research committee shall review the report and forward it to the Dean with comments from the departmental research committee.

## Request for One Course Teaching Load Reduction

|                     |  |
|---------------------|--|
| Name:               |  |
| Title:              |  |
| Department:         |  |
| Date of Submission: |  |

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| Research Plan (not to exceed 300 words)  |
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| Expected Outcomes (not to exceed 100 words) |
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| Rationale and reasons that justify granting reduction of teaching load<br>(not to exceed 100 words) |
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| Teaching Load during Current Academic Year<br>(in credit hours per semester) |
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| Fall <span style="margin-left: 200px;">Spring</span> |
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| List current research course releases (including buyout time) and any received over the past two years*. |
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| Attach an updated CV and faculty research profile. |
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\*If the course release was granted based on a University Grant then provide the progress report and list of outcomes (publications, follow up projects, presentations, etc.)

**Chair of Departmental Research Committee**

Approved

Disapproved

Recommendation Justification:

Date: --/--/----

Name of the Chair, Departmental Research Committee:-----

Signature of the Chair:-----

**Head of Department**

Approved

Disapproved

Recommendation Justification:

Date: --/--/----

Name of the Head of Department:-----

Signature of the Head of Department:-----