

RELEASED TIME/RESEARCH GRANT EXCHANGE REQUEST FORM

Dear Faculty Member:

The faculty member identified below has requested an exchange of the year in which s/he will be eligible for released time or a research grant to the year in which you are currently eligible. Please indicate below if you are willing to make such an exchange and return this form with your decision within two weeks of receipt.

To be filled in by the faculty member requesting an exchange:

Name: _____

Department: _____

Year for which released time/research grant is requested: _____

Currently assigned year of eligibility for released time/research grant: _____

Reason for requesting an exchange: _____

Signature: _____

Note: Unless two compatible exchange requests are received, the Department Chairperson is to make copies of each form submitted and distribute them to all faculty whose eligibility for the released time or research grant is currently in the year requested

To be filled in by the faculty member who is being queried about his/her willingness to enter into an exchange.

Name: _____

I am willing to exchange my eligibility with the faculty member identified above.

Signature: _____ **Date:** _____

Chair: _____ **Date:** _____

Dean: _____ **Date:** _____

Provost: _____ **Date:** _____