



WAYNE STATE Office of the Provost

ACADEMIC STAFF PROFESSIONAL DEVELOPMENT RELEASED TIME

Article XIII.B.3 of the WSU/AAUP-AFT contract provides in part as follows:

“Upon presentation of an appropriate project for professional development, and with the approval of the unit administrator and the concurrence of the dean/vice president, and/or Provost, an academic-staff member is entitled to up to one (1) day of released time per week for up to fifteen (15) weeks per calendar year.

Failure to approve the project is not grievable, but the unit administrator will meet with the academic-staff member to explain the decision, provided the staff member requests the meeting within ten (10) days of the notification of denial. There shall be no more than seven percent (7%) of the academic staff in any School/College/division approved for professional development leave in any calendar year.

Requests for such leaves must be made at least sixty (60) days in advance of the anticipated starting date.”

Requests for released time are now being accepted. An email with the application and approval from the appropriate administrator should be submitted to [the Office of Faculty Affairs and Development](#) at least thirty (30) days prior to the proposed release time.



WAYNE STATE UNIVERSITY

Coversheet for Academic Staff Professional Development Project Released Time

Name: _____ Email: _____

Assignment: 9-month 12-month Rank/Classification: _____

School/College/Division: _____ Department: _____

Professional development project released time is requested for the following amount of time
(up to one day per week, for up to 15 weeks; Please provide semester release time will be taken):

Signature of Applicant: _____ Date _____

Approved by
Department Chair/Director: _____ Date _____

Approved by
Dean/Vice President: _____ Date _____

Please confine your answers to the space provided; any supporting materials may be attached.
Please append your professional record (signed and dated) and these pages to the coversheet for professional development project release time.

1. Please give a brief statement of your professional development project. Include in the statement (1) a summary of the present state of knowledge in the area of your project (if applicable); (2) the methods you propose to employ; and (3) the contribution you expect to make to this field.

2. Please cite the value of the proposed professional development project released time to your professional career and its value to the University. Also, list any of your publications or professional activities that are relevant to the proposal.

3. Where do you plan to carry out your project and what influenced your decision to choose this location?

4. If you have previously been awarded professional development project released time at Wayne State University, please attach a copy of the application therefore and a written report that indicates the extent to which the purposes of that leave were achieved.

Note: A PDF with all required signatures should be submitted to [the Office of Faculty Affairs and Development](#). Please address any questions regarding this process to [our office](#).