

WAYS Course Release Procedures

As part of the Pathways WAYS series, WAYS courses (101, 102, 103, 301) require additional faculty training, mandatory meetings and workshops, and the submission of assessment data each semester. In recognition of these additional responsibilities, faculty accumulate 1 credit toward a course release for each semester they teach a WAYS course. MOUs acknowledging these additional responsibilities are signed by faculty each semester.

Faculty who teach multiple sections of the same WAYS course in a given semester will only earn 1 credit for that semester. Faculty who teach different WAYS courses in a given semester and will earn 1 credit for each type of WAYS course (i.e., 101, 102, 103, 301).

When faculty have accumulated 3 credits, they can be eligible for a 3-credit course release.

- Faculty must complete the semester and all its obligations before earning the credit. The Pathways Assistant Director will maintain a spreadsheet that will be updated at the end of each semester.
- Given the course scheduling timeline, faculty will likely not be eligible to take a course release in the semester immediately following the accumulation of 3 credits. Exceptions to this may be considered in consultation between the department chair, dean, and Pathways director. Determinations will be based on faculty workload and the scheduling needs of the home and WAYS departments.
- Course releases may be used for regularly taught WAYS courses or for courses taught in the faculty's home department. This will be determined through consultation between the department chair, dean, and Pathways director.
- In most cases, course releases must be taken within 3 semesters of being earned. Faculty cannot "bank" these credits. Exceptions to this may be considered in consultation between the department chair, dean, and Pathways director.
- Course release credits expire after 5 years, if faculty do not (1) use them (2) continue to teach WAYS courses and/or (3) renew their WAYS course (which should be done every 3 years).
- This policy is subject to change or retraction if warranted by campus fiscal considerations.

Policy affirmed by the Provost's Cabinet on 9/9/2021