**Teaching Professional Course Release Proposal Form**

Please use the following text boxes to answer each question pertaining to your proposed course release. *The application should not exceed 3 pages, exclusive of CV and appendices.*

This form should be submitted, along with your updated CV, to your department chair or program director by October 1 of the fall preceding the year of your intended course release.

If you would like to submit images, charts, or other items that cannot be entered into these text boxes, please attach them to this form, along with your updated CV, as a single PDF document.

Applicant Name: Click or tap here to enter text.

Home Department: Click or tap here to enter text.

Proposed Semester for Course Release: Click or tap here to enter text.

Is your course release contingent upon securing other internal or external funding? Yes  No

If yes, please detail the expected funding notification date and how your plans might change should funding not be available.

Click or tap here to enter text.

1. Provide a detailed description of the project to be undertaken and substantially advanced during the course release.

Click or tap here to enter text.

1. Explain how the project will enhance teaching and learning at Wake Forest.

Click or tap here to enter text.

1. Include a detailed timeline for completing or making substantial progress towards completion during the semester of your course release.

Click or tap here to enter text.

1. If the project is intended to take longer than the course release semester, use this section to provide additional context and clarify the full timeline, including a proposed completion date.

Click or tap here to enter text.

1. Detail other sources of funding for the project (e.g., Mellon Grant opportunities, RECAAL course development grants, T-CART Grants) and how those funds will be leveraged to enhance the proposal outcomes.

Click or tap here to enter text.