

Policy

POLICY TITLE:	Course Relief Policy
CATEGORY:	Academic
RESPONSIBILITY:	Academic
OWNER:	Associate Dean Academic
APPROVED BY:	Academic Council
APPROVED DATE:	June 22, 2023
LAST REVIEWED:	December 7, 2022, Academic Policies Sub-Committee

Introduction

Course relief is granted to faculty for research, teaching, and service commitments that exceed a faculty member's required duties as outlined in the CBA and their Program Unit's criteria document. Course relief is often granted for the following reasons:

- major peer-reviewed research awards;
- buyouts from peer-reviewed research grants;
- additional coursework beyond what is required by their Program; and/or
- major administrative roles.

Course relief banked for any of the above reasons should be taken as soon as possible. When faculty wish to use banked course relief, they are required to make a request to the VP Academic Office and Associate Deans in the fall preceding the academic year they wish to utilize this course relief. If approved, course relief will be incorporated into the academic plan. For example, if a faculty member wishes to use course relief in the Fall semester of 2025, the faculty member should request this course relief in the Fall semester of 2024. Documentation related to a course relief request should be submitted to the Vice-President Academic and Associate Deans with a specified term/end-date. Course relief is reviewed and approved by the Vice-President Academic.