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Memorandum

To: Executive Officers, Master's Directors, Certificate Coordinators and Assistant Program Officers

From: Norman Carey, Interim Provost and Senior Vice President

Subject: Released Time for Dissertation Supervision and Independent Studies

The Graduate Center gives workload credit to the campus faculty member, and reimburses the faculty member's home college, for each student registered with him or her for Dissertation Supervision (90000) and other one-to-one instructional activity such as Independent Study, to a maximum of one course unit per semester for a combined total of five or more students.

Since released time is granted by the faculty member's home college, faculty must receive prior authorization from their college before undertaking Graduate Center Dissertation Supervision (90000) and other one-to-one instructional activity such as Thesis/Capstone Project or Independent Study. Faculty members should be aware that accumulating records to keep track of released time is their responsibility.

A faculty member may count 0.2 course units for each student registered with them in Graduate Center Dissertation Supervision (90000) and other one-to-one instructional activity such as Thesis/Capstone Project or Independent Study to a maximum of 1.0 course unit each semester, regardless of the number of credits associated with the one-to-one instructional activity. The exception is Dissertation Supervision (90000) students who have been registered with the faculty member for more than six semesters are excluded from the count. Dissertation Supervision (90000) for the same student can only be counted for workload credit a maximum of six semesters, or the equivalent of three years, excluding those semesters in which the faculty member is on leave.

When faculty accumulate release time equivalent to one course unit for their participation in Graduate Center Dissertation Supervision (90000) and other one-to-one instructional activity such as Thesis/Capstone Project or Independent Study, the faculty member should request the appropriate release time from their college department chair. The release is to be used within two semesters of the accumulation. Faculty, with prior authorization from their college, may combine their GC workload for one-to-one instructional activity with college workload, such as master's thesis or master's independent study, to realize a full course.

Please distribute the memorandum to your faculty and contact me if any problems arise.