

# RIT

College of

# Art and Design

## Guideline: CAD Application for Significant Research

**Instructions:** This form is to be used for faculty seeking release time and/or lightening of responsibilities for the purpose of taking advantage of extraordinary opportunities presented in their field, and to allow them to undertake time-sensitive research and scholarship. Impact and considerations should be made for the school, college and on the faculty member.

This form should only be used in the instances that a faculty leave isn't a possible or an appropriate alternative to this proposal. Timeframe for approval can vary depending on stakeholders, so please plan accordingly. Once all signatures have been obtained, please submit form to the Dean's Office Senior Staff Assistant.

<b>Project Title:</b>	
<b>Project Faculty:</b>	<b>Date Prepared:</b>
<b>Project Priority:</b>	<b>Estimated Completion Date:</b>
<b>Request Being Made</b> (See Section 05):	<b>Semester:</b>

**01. Introduction and Project Objective/Goal:** *(what does this project consists of/is expected to accomplish).*

Examples of what could be included:

- Give a concise goal statement
- What is being accomplished?
- What are the major benefits expected from this project?

2. **Background:** *(brief narrative regarding rationale and justification of the project)*

Examples of what could be included:

- Brief history
- Justification of why this project should be pursued

03. **Deliverables/Scope:** *(a sampling of key deliverables)*

Examples of what could be included:

- What are the major outputs of the project?
- What are measures of project success?

**04. Projected Faculty Effort:** What portion of faculty's plan of work will be impacted; i.e. teaching or service

- [Guide for Faculty effort reporting](#): Guideline for estimating faculty time and effort via SRO
- If teaching is affected, what are the proposed alternatives/solutions? Is remote teaching an option?

**05. Request Being Made:** What is being requested

- Example: I would like to be released from second section of 2D
- Example: I will need to plan for travel considerations, so I request my class to meet T/Th

**06. Other University Partners** (*Check all that apply*):

- CAD Marketing
- University Communications
- Human Resources
- RIT Legal Department
- MAGIC Center/MAGIC Spell Studios
- Government and Community Relations
- \_\_\_\_\_ (Other)

**07. Leadership Approval**

**School Leadership approval**

- Yes, I support this request.
- I do not support this request. Provide a rationale.

**College leadership (Dean's Office) approval**

- Yes, I support this request.
- I do not support this request. Provide a rationale.

Have University Partners been notified?    Yes    No  
*(See section 04. Attach this completed form via email to University Partners)*

**Faculty Proposer**

Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**School Director**

Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**College/Dean's Office:**

Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**University Partners**

Print Name: \_\_\_\_\_ Organization \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**University Partners**

Print Name: \_\_\_\_\_ Organization \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_