

**NORTH GEORGIA
COLLEGE & STATE UNIVERSITY
POLICY AND PROCEDURE MANUAL**

P & P NO 811.0

EFFECTIVE
DATE July 1, 1992

REVISED
DATE _____

SUBJECT: Release Time

The Vice President for Academic Affairs determines the release time for Academic Department Heads to perform their administrative duties. The amount of release time given depends on the number of faculty in the department, the number of students in the department, and the nature of the programs in the department.

Release time for faculty performing administrative duties is recommended by the Department Head to the Vice President for Academic Affairs. The Vice President informs the faculty member regarding the release time.