**COLLEGE-WIDE ESU STANDARDS FOR RELEASED TIME**

**Guidelines for evaluating ESU requests:**

1 (one) ESU is comparable to 45 clock hours  
1 (one) ESU is comparable to 6 counselor/librarian days at 7.5 hours per day

**A. Resource Development (Use Proposal Form A for these projects)**

* 0.5 (point five) ESU’s per credit hour for development of supplemental teaching resources.  (traditional, non-traditional, online)
* 0.4 (point four) ESU’s per credit hour for development of laboratory supplemental teaching resources

**B. Curriculum  (Use Proposal Form B for these projects)**

* 1 (one) ESU for official course outline update (major or minor revision)
* 1 (one) ESU per course credit hour for new course development
* 3 (three) ESU’s for lab manual development for publication
* 1 - 8 (one to eight) ESU’s for preparation of program self-study/accreditation (maximum of 8 ESU’s for project regardless of the number of faculty or semester(s) involved)
* 1 (one) ESU for accreditation/reaccreditation follow-up reports
* 1 – 4 (one to four) ESUs for program review

**C. Instructional Support (Use Form C for these projects)**

* 1 – 3 (one to three) ESU’s for special projects (not a course) that has merit; awarded on a yearly basis up to three years
* 0.5 (point five) ESU per semester for faculty advisor to student clubs
* 0.5 (point five) ESU for preparation of a written credit-by exam

**D. Instructional Delivery (Use Form B for these projects)**

* 0.5 (point five) ESU per credit hour for new instructional delivery strategies for existing lecture course (example: web course, self-paced, hybrid courses)
* 0.4 (point four) ESU per credit hour for new instructional delivery strategies for all other modes of instruction (example: labs, etc.).

For more information, or if you have questions, please contact [Marge Hoenich](mailto:margaret.hoenich@tri-c.edu), Office of Faculty Affairs & Professional Development, at ext. 3617.