COLLEGE/ UNIT DETAILED GUIDELINES
FOR RESEARCH LOAD CREDIT/ CREATIVE WORK LOAD CREDIT

(May be updated before the start of new Academic Year)

1. **Department Chair/ Institute Director/ Division Head**
   
   Recommends the detailed guidelines in granting RLC/CWLC credits, consistent with the Faculty Manual, in consultation with the faculty members of the Department, Institute or Division; prepares a ‘manning plan’

2. **College Executive Board or equivalent body**

   Evaluates, harmonizes, consolidates, and endorses the detailed guidelines for the College/ Unit; detailed guidelines must identify the College/ Unit research coordinator (may be a member of the faculty other than the Dean/ Head of Unit)

3. **Dean/ Head of Unit**

   Submits to the Chancellor, through OVCRD and OVCAA, the detailed guidelines for approval; after the Chancellor’s approval, disseminates the detailed guidelines to the faculty

4. **Chancellor**

   Approves the detailed guidelines for the granting of RLC/CWLC; returns the same to the Dean/ Head of Unit, copy furnished to OVCRD and OVCAA.

March 2012