

Faculty Workload Adjustment for Special/Supplemental Assignment

(Reference Sections 7.1.9, 10.6, 16.6, 16.7 and 16.8 of the Faculty Association Agreement)

“Supplemental Assignment” means an assignment of a faculty member to fulfill additional responsibilities, including teaching graduate courses and/or special assignments, for which extra compensation is given. Supplemental assignments may result in contract hours in excess of regular load, as defined in this Agreement. All teaching responsibilities and special assignments during the summer semester will be considered supplemental assignments.

“Release Time Assignment” means a special assignment for non-teaching duties where the contractual load of such an assignment is counted as part of the faculty member’s “Regular Load”

**FACULTY MEMBER:** ENTER FACULTY NAME

**DEPARTMENT/SCHOOL:**ENTER DEPARTMENT/SCHOOL **DEAN:** ENTER DEAN NAME

**DESCRIPTION/TITLE OF ASSIGNMENT:** ENTER DESCRIPTION

**STARTING DATE:**CLICK TO ENTER A DATE **ENDING DATE:** CLICK TO ENTER A DATE

**LIST OF DUTIES AND RESPONSIBILITIES ASSOCIATED WITH THIS ASSIGNMENT:**

ENTER DESCRIPTION

# CHECK AND COMPLETE THE FOLLOWING AS APPLICABLE:

[ ]  10.6.4.1.b: Coordinating Multiple Lab Sections 0 HOURS

Some portion of this assignment is a release time assignment, supplemental assignment, or special assignment. Compensation will be payable per Sections 7.1.9, 10.6, 16.6, 16.7 or 16.8 of the Agreement as appropriate. An average of three hours per week per contract hour will be spent on this assignment.

[ ]  Contract Hours for this Assignment 0 HOURS

[ ]  This is a non-teaching supplemental assignment for duties above and beyond teaching responsibilities for which compensation, and no load, is given per Section 7.1.9 of the Agreement.

Total compensation will be $xxx.

# CONSENT TO THE ABOVE:

Faculty Member

Date

Dean (Area of Assignment)

# APPROVAL:

Dean (Immediate Supervisor)

Date

Date

Provost Date

[ ] ***COPIES:*** *Faculty, Dean(s), Provost, Faculty Association*

*(****Note:*** The Faculty Association should receive a copy of this form within ten University days of the starting date of this assignment*.)*