

APPENDIX U

REQUESTING OR DECLINING A GUARANTEED SUMMER ASSIGNMENT

Name _____ Date _____

Department _____

Instructional and Library Faculty Member Request (Due by 1/15)

Requests a guaranteed summer assignment for: <input type="checkbox"/> session A (12 weeks) <input type="checkbox"/> session B (first 6 weeks) <input type="checkbox"/> session C (last 8 weeks) <input type="checkbox"/> session D (last 6 weeks)	<input type="checkbox"/> Declines a guaranteed summer assignment
---	--

Instructional or Library Faculty Member Date

Immediate Supervisor Response (Due by 2/15)

- Request Accepted as submitted
- Alternate assignment available for:
 - session A (12 weeks)
 - session B (first 6 weeks)
 - session C (last 8 weeks)
 - session D (last 6 weeks)
 - combination of sessions _____ and _____
 - minimum total of _____ hours, schedule TBA

Immediate Supervisor Date

Dean/Vice President of Academic Affairs Date

Faculty Member Response (Due by 3/1)

- _____ Assignment Accepted
- _____ Assignment Declined

Instructional or Library Faculty Member Date

APPENDIX U

REQUESTING OR DECLINING A SUMMER ASSIGNMENT

Name _____ Date _____

Department _____

Counseling Faculty Member Request (Due by 1/15)

_____ Requests a guaranteed summer assignment of 120 hours to be scheduled in coordination with the 164-day contract.	_____ Declines a guaranteed summer assignment.
---	--

Counseling Faculty Member

Date

Supervisor Response (Due by 2/15)

_____ Request Accepted with 120 hours scheduled as shown on the attachment.

Supervisor

Date

Dean/Vice President, Student Affairs

Date

Counseling Faculty Member Response (Due by 3/1)

_____ Assignment Accepted

_____ Assignment Declined

Counseling Faculty Member

Date

APPENDIX U
REQUESTING OVERLOAD ASSIGNMENT
OUTSIDE OF THE FACULTY MEMBER'S DEPARTMENT

Name _____

Date _____

Faculty Member Request (Be specific including department(s), course(s), timeframe, and benefits to the faculty member and the College).

Supervisor _____

Date _____

_____ Recommend Approval

_____ Recommend Disapproval (must include an explanation)

Dean _____

Date _____

_____ Approved

_____ Disapproved (must include an explanation)