

REQUEST FOR ALTERNATE WORKLOAD ASSIGNMENT

INSTRUCTIONS FOR COMPLETING FORM: College Dean's Office or Designee should complete all information, obtain all needed signatures, and forward to Academic Administration no later than TWO WEEKS prior to the start of the term that the assignment is to commence.

To comply with federal guidelines set forth in OMB Circular A 21 and the Cost Accounting Standards, faculty release forms should be submitted by the Dean to the Provost before the beginning of the effort so that grant funds are actually available to pay for the release.

FUNDED RELEASES AS SPECIFIED IN THE APPROVED BUDGET SHALL NOT BE CHANGED WITHOUT PRIOR APPROVAL OF THE DEAN

A. Applicant Information:

Name: _____ SAP#: _____

College: _____ Dept/Center/Institute: _____

BannerID: _____ Home Cost Center: _____

Rank: _____ Step: _____

B. Indicate alternate workload equivalency in credit hours for each semester:

Fall _____ cr. hrs. of release: _____ Spring _____ cr. hrs. of release _____

C. Will a replacement be necessary?

YES % NO % Replacement Use Only:

Expiration Date of Grant: _____ Verification that earnings are within compensation policy limitations

F. Statement of work related activity for alternate workload assignment (one form per release):

G. Doctoral Academic Affairs Or Designee Date

I. Academic Administration Use