

Stipend And Part-Time Faculty Noninstructional Assignment Request Form

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Instructions

- Complete this form for all stipend assignments and for part-time faculty noninstructional assignments compensated by unit.
- Attach paperwork documenting the assignment, such as the call, IR&D Grant application, any award letters, etc.
- Submit this form to your Department Chair if submitting during scheduling for fall, spring, or summer.
If you are revising your assignment after the schedule has been finalized, submit directly to the Office of Instructional Management.

Semester:	Session Period:	_____	_____
		Faculty Member Signature	Date
Faculty Name:	Department:	_____	_____
		Department Chair Signature	Date
Faculty ID:	Date:	_____	_____
		Dean/Director Signature	Date

List Stipend and Part-Time Faculty Noninstructional Assignments Requested. Attach paperwork.	Category (I-VI)	Total Maximum Hours/Units	FOAP Account No.
1.			
2.			
3.			
4.			
5.			

Category I UPM Category II Externally-funded Category III Ongoing (incl. Chairs, Coordinators) Category IV Academic Senate – Officer/Chair Positions	Category V Academic Senate– Accreditation, Teaching and Learning, Programs, Etc. Category VI Personal or Institutional Development	_____ UDWC signature confirming recommendation	_____ Date
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