

FACULTY ASSIGNMENT OF NON-TEACHING DUTIES

(To be Completed by ALL Full-time Faculty)



Under the provisions of YSU's Workload Policy, the faculty member named below is assigned the non-teaching duties for the substantial project(s) specified below for part or all of academic year 20____ - 20____. **PLEASE TYPE OR PRINT.**

NAME _____

RANK _____

DEPARTMENT _____

NON-TEACHING ASSIGNMENT(S) – Please briefly specify the objectives of each assignment. (If assignment is for an FIL, a Research Professorships or Professional Development and Research time, attach a copy of the proposal cover letter. By the end of the academic year, the faculty member must provide summary (not to exceed one page) of the outcomes of each assignment to the chair, dean and provost.

This assignment is for:

FALL 20____, with WH reassignment Initial Form
 SPRING 20____, with WH reassignment Revision

Total number of WH reassignment for 20____ - ____: _____

Hours in each category of alternative time. (See key in category file.)

	1	3	4	5	6	7	8	9	10	12	O
FALL Semester	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
SPRING Semester	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

I ACCEPT THE ASSIGNMENT AS SPECIFIED ABOVE:

RECOMMENDED APPROVAL (or acknowledgement, if zero)

FACULTY MEMBER (date)

CHAIRPERSON (date)

DEAN (date)

DISTRIBUTION:
 PROVOST
 FACULTY MEMBER
 CHAIRPERSON
 DEAN

APPROVED
 DISAPPROVED

PROVOST (date)