

WORK TRANSFER FORM

For Use When Tasks Go Beyond Contractually Agreed Upon Duties as Listed in the Job Description

Please submit this form to the Vice President for Academic Affairs
by September 1 for the fall semester or
by February 1 for the spring semester.

Title of Project or Task:

Submitted by:

Date: Expected Completion Date:

Proposal

Expectations/Tasks

Rationale

Compensation:

- Stipend
- Reassigned Hours
- Overload
- Other

Amount:

Duration:

- Ongoing, sustained
- Ongoing, until project is completed
- Ongoing, with re-approval
- 1 year
- 1 semester
- Other

Approved Not approved

Faculty Signature
Date

Administrative Signature
Date

Union Representative
Date

Comments: