

**Request for Faculty Reassigned Time -- Spring 2016**

**Department: Engineering**

Faculty Name	Course Teaching Load, excluding Reassignment	Credit Hours/Contact Hours of Requested Reassignment	Total Load	Type of Reassignment (see note below)	Brief Description (attach exhibit(s) as needed)	Exhibit	Dept. Chair Approval	Dean Approval	Provost Approval
Examples:									
Smith, John	6	6	12	S	To serve as department chair				
Doe, Mary	9	3	12	G	National Science Foundation funding for 25% of salary				
Jones, Jane	6	6	12	A, R	3 hrs to serve as program coordinator for the engineering internship program; 3 hrs to work on research (not funded by a grant).	1			

Note: Indicate Type of Reassignment using one of the categories below:

**S = Standard Assignment:** The normal reassignment due to the nature of the position or appointment. For example, department chairs, associate deans, and resident masters would typically receive 6 hours of reassignment.

**A = Administrative Services:** to manage specific administrative duties. Examples: program coordinator/director, graduate coordinators, director of a center, oversight of an academic journal or student publication, concurrent oversight, associate/assistant chair, accreditation work, etc.

**R = Research/Professional Development:** for research or professional development that is not funded by a grant.

**G = Grant Buyout:** for research or other effort funded by a grant.

**O = Other:** for reassignment that does not fit into another category.