



**REQUEST/APPROVAL FOR OUT-OF-TITLE WORK
FOR FACULTY**

Out-of-title work by faculty is the performance of duties or provision of services that are unrelated to the normal duties of the regular position. Such work may not decrease the faculty member's efficiency or effectiveness in performing her/his regular duties, and may not be performed during the time when regular duties are expected to be performed. Approval by the faculty member's home department chair or direct supervisor, if not the chair, *is required*. All requests must be submitted and approved *prior* to out-of-title activity being performed.

- Initial Request
 Request for Extension of Assignment

Requestor's Name:	Requesting School/Unit:	Requesting Department/Program:	Location/Campus:
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Faculty Member's Name:	ID:	
School of Faculty Appt:	Faculty Title:	
Department/Program of Faculty Appt:	FTE:	
Description of Duties to be Performed:		
Justification:		
Hours or Days of Week Requested:	Out-of-Title Payment Amount: \$	Requested Time Period (Dates):

APPROVALS	
Requesting Department Administrator/Chair:	Date:
Requesting Principal Investigator/Project Director (if applicable):	Date:
Approval of Home Department Chair or other Direct Supervisor:	Date:

Earnings Code: 190	Fund:	Org/Index:	%
Earnings Code: 190	Fund:	Org/Index:	%
Fiscal Officer Approval:			Date:

VP Academic Affairs:	Date:
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Instructions:

1. Requesting department completes form with required approvals, then submits to University Office of Academic Affairs (OAA) for final approval.
2. OAA reviews request, approves, keeps a copy, returns originals to requesting department/School and sends copy to department/School of faculty appointment.

Distribution (after approval):

cc: Requesting School, Home School, Fiscal and Payroll