



**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.

- Initial Request  
 Request for Extension of Assignment

<b>Requestor's Name:</b>	<b>Requesting School/Unit:</b>	<b>Requesting Department/Program:</b>	<b>Location/Campus:</b>
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<b>Faculty Member's Name:</b>	<b>ID:</b>
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<b>School &amp; Department/Program of Faculty Appt:</b>	<b>Faculty Title:</b>
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<b>Academic Base Salary:</b>	<b>FTE:</b>
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<b>Description of Duties to be Performed:</b>
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<b>Justification:</b>
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<b>Hours Requested:</b>	<b>Out-of-Title Payment:</b>	<b>Requested Time Period:</b>
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<b>APPROVALS</b>
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<b>Requesting Department Administrator/Chair:</b>	<b>Date:</b>
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<b>Requesting Principal Investigator/Project Director (if applicable):</b>	<b>Date:</b>
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<b>Approval of Home Department Chair or other Direct Supervisor:</b>	<b>Date:</b>
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<b>Earnings Code:</b> <b>190</b>	<b>Fund:</b>	<b>Org/Index:</b>	<b>%</b>
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<b>Fiscal Officer Approval:</b>	<b>Date:</b>
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<b>VP Academic Affairs:</b>	<b>Date:</b>
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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:**

cc: Requesting School, Home School, Fiscal and Payroll