



FULL-TIME FACULTY REASSIGNED/RELEASE TIME AUTHORIZATION

ACADEMIC YEAR _____

Last Name: _____ First Name: _____ Employee ID #: _____

Division: _____ Dept: _____ Primary Assignment Pos #: _____
(leave blank)

**REASSIGNED TIME INFORMATION (Dept Chair, Coordinator, etc.)
RELEASE TIME INFORMATION (FA, Academic Senate)**

Type of Assignment (i.e. Dept. Chair, Coordinator, etc.): _____

Specific duties to be performed:

NOTE: REASSIGNED/RELEASE TIME AMOUNTS MUST RELATE TO REGULAR CLASS LOADS FOR THIS INSTRUCTOR.

Indicate load amount (ie .1111) per: Fall Qtr: ___ Winter Qtr: ___ Spring Qtr: ___ Total Annual FTE: _____

Primary Assignment Account #: _____ -1160 Charge REASSIGNED/RELEASE TIME to Account #: _____ - 1260

1320 replacement costs must be funded with Fund 14 "B" budget. "B" budget should be taken from: _____

APPROVALS

Faculty Member

Date

Division Dean

Date

Vice President or Designee

Date

Dean of Academic Services

Date

For Human Resources & Accounting Use Only

"B" to "A" BUDGET TRANSFER

to fund 1320 replacement costs while faculty member is reassigned to non-teaching duties

	Budget To:	Position #	Description	Amount	Budget From:
Labor:	142160 / 222224 (circle one)	1320			1100
Benefits:	142160 / 222224 (circle one)	3100			3200

- Routing:
- To Dean of Academic Services for input into the SIS System (copy to be held in Office of Academic Services).
 - Dean of Academic Services forwards original to Campus Budget Analyst for reallocations (if needed) & completion of budget transfer.
 - Original to be sent to HR by Budget Analyst for input into HRS System.