

Request to Participate in the Faculty Salary Research Exchange Program

To: Dean Alexander L. Wolf

Requestor's name: _____ (print or type) Date: _____

Title: _____

Department: _____

I write to request participation in the Faculty Salary Research Exchange for _____ quarter(s) as detailed below. I understand that this program does not release me from teaching and/or service duties; and that I will complete a full complement of course offerings and service commitments to the department, the campus, and my profession.

I request to exchange _____% (30% is the maximum allowed) of my monthly academic year salary and plan to cover this cost with the following fund sources:

FOAPAL/Award Number XXXX-XXXXXX _____%

FOAPAL/Award Number XXXX-XXXXXX _____%

The salary I am requesting to be charged to each award represents my percentage of effort committed to that project during the same academic year.

Sincerely, _____ (requestor's signature)

Department Chair Approval: _____ Date: _____

Research Analyst Approval: _____ Date: _____
Cost Share: Y/N Course Buyout: Y/N

Academic Personnel Manager Review: _____ Date: _____

Dean Approval: _____ Date: _____

*Per campus policy, participation in the Faculty Salary Exchange Program may not be applied retroactively and must meet relevant payroll deadlines. **The deadline for submission to the Research Analyst is no later than July 1 for fall quarter, November 1 for winter quarter, and March 1 for spring quarter.** No exceptions will be granted.*

Distribute signed copies to:
Requestor, Director of Finance, Research Analyst, Payroll Analyst