

Date:

To: Dean Konopelski

Re: **Participation in the Faculty Salary Research Exchange Program**

Dear Joe,

I am writing to request participation in the Faculty Salary Research Exchange 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 would like to participate for the upcoming \_\_\_\_\_ quarter(s), and I

(i.e., Fall 2014, Winter 2015)

would like to exchange \_\_\_\_\_% of my monthly academic year salary.

I would like to cover this cost with the following funds:

\_\_\_\_\_ %

\_\_\_\_ Award Number XXXX-XXXXXX

\_\_\_\_\_ %

Award Number XXXX-XXXXXX

The combined effort requested from these awards equals \_\_\_\_\_%. I understand that the salary charged directly to each award represents my percentage of effort committed to the project during the academic year.

Sincerely, \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Enter your name)

Title: \_\_\_\_\_

Department: \_\_\_\_\_

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Research Analyst Approval: \_\_\_\_\_ Date \_\_\_\_\_

Cost Share: Y/N Course Buyout: Y/N

Department Chair Approval: \_\_\_\_\_ Date \_\_\_\_\_

Dean Approval: \_\_\_\_\_ Date \_\_\_\_\_

cc: Maureen Mclean - Director of Resource Planning & Management  
Kathy Beattie-Academic Personnel Manager  
Department Payroll