

Date:

To: Dean Wolf

Re: Participation in the Faculty Salary Research Exchange Program

Dear Alex,

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 2019, Winter 2019) 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: _____

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