



Adjunct, Overload, and Summer Salary Assignment Form

Section I: To Be Completed by College/Department

Adjunct Pay

Overload

Faculty Summer Salary

Graduate Teaching Assistant

Employee Name:

Employee UIN:

College/Dept Making Assignment:

Cost Center:

**If the employee is performing an assignment for a college/department other than their home department, the home department Dean/Director approve. Approval:*

Section II: Assignment

Academic Year:

<i>Term</i>	<i>Course No.</i>	<i>CRN</i>	<i>Course Title</i>	<i>Credit Hours</i>	<i>Contract Amount</i>	<i>FTE</i>	<i>Position No.</i>

Additional Information/Non-Instructional Activity:

**This will serve as the official Faculty Academic Activity Assignment form, Faculty Activity Report for adjuncts, A&P employee overload, and Summer Salary assignments for 9-month faculty. 12-month employees who have been approved for extra compensation conducted during normal working hours must report annual leave for the hours or document an adjustment to their work schedule.*

Section III: Approvals

Employee

Department Head/Chair/Principal Investigator

Date