



**OFFICE OF THE VICE PRESIDENT
ACADEMIC AFFAIRS**
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INTERDEPARTMENTAL FACULTY ASSIGNMENT FORM

Date:

From Initiating Dept.:

To Receiving Dept.:

Subject: Interdepartmental Faculty Assignment – Spring 2019

INSTRUCTION

The Interdepartmental Faculty Assignment Form is used when a faculty member is requested to teach a course outside of his/her respective department.

Initiating Department: The Department Chair will complete this form and submit it to the receiving department/program chair. The department will prepare an NOE if the course will result in an overload.

Receiving Department: The Department Chair will confirm if the course will be used toward faculty load or as an overload course and return the signed form to the initiating department. There is no action needed if the course will be counted toward faculty load.

FACULTY/COURSE INFORMATION

This is to inform you that the following faculty has agreed to teach the course(s) listed below:

Faculty Name: _____ A Number: _____

Department: _____

Initiating Department Course(s) Information			Receiving Department Designate each course as load or overload (place a checkmark)	
Course Name and Number	Days and Times	LHE	Teaching Load	Overload
1.				
2.				
3.				
4.				

Acknowledgement: The receiving department chair will sign this form and return it to the **sender**. The initiating department will prepare an NOE **if the course is designated as overload**.

Receiving Department Chair Signature: _____ Date: _____