

INTERDEPARTMENTAL FACULTY ASSIGNMENT FORM



Date:

From (Borrowing Dept):

To (Primary Dept):

Subject: Interdepartmental Faculty Assignment – Semester:

INSTRUCTIONS

The Interdepartmental Faculty Assignment Form is used when a faculty member is requested to teach a course outside of his/her respective primary department during Fall/Spring/Summer semesters.

Primary department is determined by the Board Approved Staffing Plan or the Intent to Hire Form.

Borrowing Department: The Department/Program Chair will complete this form and submit to the primary Department/Program Chair at least one week before the semester/minimester starts.

Borrowing Department Chair Responsibilities:

Review assigned course(s) and ensure faculty is qualified to teach the course(s) via credential database

If the course(s) result in overload LHEs: Submit an **NOE** or approve respective course(s) via **FLAC**

If total LHEs exceed the limits stated in the Pay Plan: **NOE** - Submit justification memo or **FLAC** - Submit FLAC report

**No action necessary if course(s) will be counted towards the 15 LHE baseload.*

Primary Department: The Department/Program Chair will review and confirm if course(s) will be counted towards faculty baseload or as overload course(s). The form will be signed and sent back to the initiating department.

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: _____

Primary Department: _____

BORROWING DEPARTMENT List Course Information			PRIMARY DEPARTMENT Check mark each course as baseload or overload	
Course/Section	Days and Times	LHEs	Baseload	Overload
1.				
2.				
3.				
	Subtotal LHEs:			

Primary Department Acknowledgment: The Chair has reviewed the information and is in agreement for the faculty to teach the course(s) listed.

Chair Name:

Signature: _____ Date: _____