

Request for Modified Teaching Schedule

The standard teaching schedule for a tenured/tenure-track faculty member is to teach in the fall and the spring semesters of each academic year. Summer Arch creates additional teaching opportunities over the summer semester. If a tenure/tenure-track faculty member elects to teach over the summer term, they can either receive supplemental teaching pay, or request to be relieved from teaching duties only (but not administrative duties) in either the fall or spring semester following the summer of teaching.

Section I: To Be Completed By School

Faculty Member Name	RIN
School	Department
Course(s) to be taught during summer	
Justification for modified teaching schedule:	
Terms of assigned teaching (circle 2):	
Fall (year _____) Spring (year _____) Summer (year _____)	
Faculty Member Concurrence	Date
<i>*By agreeing to this modified teaching schedule, I certify that NO additional gap funds will be required:</i>	
Department Head Approval	Date:
Dean Approval	Date:

Section II: Research Administration and Finance Approval

Under a modified teaching schedule, a faculty member may be able to receive supplemental pay from research funds during fall or spring semester in which they are relieved of teaching duties. Research Administration and Finance will be required to approve all requests for such supplemental pay. In certain circumstances, the approval of the funding sponsor may be required. *

Please indicate below the funds from which research supplement is requested:

Research Administration and Finance Approval	Date
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Section III: Provost Approval

Provost Approval	Date: