

Workload Schedule Modification Application

(Pursuant to Section 15.5 of the Park University Faculty Collective Bargaining Agreement 2005-2009, full-time faculty members governed by the terms of the agreement may submit an application to modify the schedule by which they will perform their duties during the Academic Year.)

Please describe the workload schedule modification you are requesting (include all pertinent information regarding proposed changes in your workload for every term or semester in which changes are being proposed):

Please provide the rationale and justification for your proposed workload modification:

Please identify any impact you believe your proposed changes will have on your department, school, and college.

Faculty Member

Signature

Date

This form should be completed by the faculty member and submitted to the member's Department Chair (or if the member is a Department Chair, to the member's Associate Dean or Dean).

Approved by:

Department Chair

Date

Associate Dean/Dean

Date

(Requests approved by the Department Chair and Associate Dean/Dean are forwarded to the Provost, who will issue an amendment to the member's appointment or reappointment letter.)