



UFA Executive Board/Faculty Senate Reassignment Funding Form

Member Information			
Name and Academic Rank			
College/School and Department			
Title and Academic Year of Position			
Period of Reassignment	<input type="checkbox"/> Autumn and Spring <input type="checkbox"/> Autumn Only <input type="checkbox"/> Spring Only		
Reassignment Funding Allocated - \$5,666.70/reassignment	# of reassignments: ____ OR \$ _____ (fill in \$ if you are receiving less than a full reassignment)		
Use of Funds (Can be split between members) – Summer compensation and administrative stipend will be processed by the Provost’s Office.	<input type="checkbox"/> Course Reassignment <input type="checkbox"/> Summer Compensation (paid in June after reassignment period) <input type="checkbox"/> Administrative Stipend (paid based on reassignment period) <input type="checkbox"/> Transfer to Departmental Funds to directly benefit faculty member’s role (e.g. Professional Development, Research / Lab, Travel)		
Course Reassignment Plan – If this information is not available when completing the form, you don’t need to complete this section.			
Course Release(s) (incl. semester)			
Approvals			
	Type/Print Name	Signature	Date
UFA/Faculty Senate Member			
UFA President/Faculty Senate Chair			
School/College Approvals			
By signing below, I agree with the plans outlined above.			
Department Chair			
Dean			
Accounting Information (to be completed by College Financial Officer for course reassignment or departmental funds only) - \$5,666.70/reassignment			
<input type="checkbox"/> State Index (Faculty Senate & UFA) _____ <input type="checkbox"/> Designated Index (UFA only) _____ Number of Terms: _____ Total Payment: _____ Faculty member, please coordinate with your College Finance Officer to access the departmental funds transferred to the selected index from the Provost’s Office. These funds must be used in the fiscal year that the member is serving in the Senate or UFA. Funds expire on June 30 each year. The funds for the UFA are split between the general fund (administration portion) and designated fund (UFA portion). We may reach out to you for a general fund index, if the designated funds are already expended from other requests.			
College Financial Officer			
Provost			

As per the CBA Section 3.600 (UFA) and 7.200 (Faculty Senate), please submit to the Office of the Provost prior to the end of the spring semester, or as soon as possible thereafter, for the following academic year.