

Work Transfer Process Description

Occasionally, faculty are called upon to help with work beyond the scope of their instructional responsibility. These opportunities are made known widely across the campus to attract faculty who may be interested by the responsible administrator, through the Office of Academic Affairs, or through the IFT 1810 Executive Committee. The supervising administrator should provide a description of the responsibilities and a recommendation for compensation for dissemination to the faculty. Those expressing interest will complete an interview process with the supervising administrator who will determine the best fit for the position. The supervising administrator will notify the selected faculty member's dean or director concerning the selection. Based upon the dean or director's approval, the process will move forward. The selection will be completed, and compensation, whether stipend or release time, for the additional responsibilities will be agreed upon.

Faculty accepting administrative or other responsibilities above and beyond their regular instructional responsibility should complete the Work Transfer Form. The form should outline the scope and timeframe of the responsibilities as well as the agreed upon compensation for the work, whether it be stipend, release time, or other form of compensation. The Work Transfer Form should be submitted to the faculty member's dean or director and the supervising administrator for approval. A copy of the Work Transfer Form will be routed to the IFT 1810 Executive Committee for informational purposes. Original copies will be filed in the Office of Academic Affairs.