

Notice of Assignment Form Faculty



Semester/Year: _____
Date of Assignment: _____

Name: _____
Employment Status _____

Assignment Description	Course ID #	Cost Center	credits	hours	Math formula	SCUPPS code*
				<input type="checkbox"/> Salary Scale <input type="checkbox"/> Per Credit rate <input type="checkbox"/> Nine month <input type="checkbox"/> Twelve month		

*Completed by Human Resources

Assignment Description Key

Included in 1.4 Maximum:	Excluded in 1.4 maximum:	The following assignments require a Mutual Agreement form:
Standard Teaching Assignment Curriculum Development CT credit training Externship Extra Days Faculty Chair Independent Studies Interactive TV Course Internship Overload Reasonable Credit Equivalence Summer school	CBE or Life/Work Experience CT non-credit training Evaluation Honorarium Outside grant Short term substitute for: _____ Test-out payments = \$25 lecture \$50 lab	Alternate calendar, flexible schedule Division Chair Independent study if more than 3 students Internship supervision Overload Reasonable credit equivalence Shared faculty chair Student Activity Assignments Team Teaching Copies go to MSCF President and Grievance Rep

Academic Affairs signature

Date

Chief Financial Officer signature

Date

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