

## West Chester University of Pennsylvania Alternate Workload Assignment

INSTRUCTIONS FOR COMPLETING FORM: Applicant should complete all pertinent information and obtain funding information before forwarding to the Department Chair, who will then forward to the dean's office. The dean's office will submit a list of all AWA assignments to the Provost and President for approval each semester.

Α.	Name:		B. Indicate workload equivalency in credit hour for each semester:		
	Signature:		(year)	credit hours	
	Dept:	Spring	(year)	credit hours	
		Summer I	(year)	credit hours	
		Summer II	(year)	credit hours	
		Summer III	(year)	credit hours	
C.	C. Replacement Necessary? Yes No				
-		SAP Cost Center: Org Manager's Name: Signature:			
D.	Assignment: Title:				
-	Tasks to be accomplished:				
-	This section should be completed for non-cor	ntractual alternate w	ork assignments o	nly.	
E.	Recommend: Yes 🗌 No 🗌	Departm	nent Chair	Date	
	Yes 🗌 No 🗌	Dean		Date	
	(Use the second page of this form for additional comments)				

## Alternate Workload Assignment Page Two

F. Comments:

Please complete the below section at the conclusion of the Alternate Work Assignment.

Please outline actions taken and work completed in accordance with the tasks listed on the front side of

Facultv	Member
. acany	

Date

Department Chairperson

Date

Dean

Date

Provost

Date

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