

COLLEGE OF LIBERAL ARTS AND SCIENCES

***Proposal for Non-Classroom Scheduled Workload
Units Assigned for Research and Scholarship***

You may print out this form, complete, and **submit** to the office of the college dean **no later than August 15** (for a Spring award) or **January 15** (for a Fall award).

Name:		Department:				
Reassigned workload units for :	Fall		Spring		20	
1. Project Topic: A one-line title identifying your project.						
2. Project Description: A clear and concise description of activities that will be carried out with the help of the reassigned workload units.						
3. Project Justification: An explanation of how the proposed project will impact the academic program. Address potential enhancement of your teaching or scholarly development, as well as possible benefits to students your department, the College of Liberal Arts and Sciences, and/or the University.						

4. Project Dissemination: Within one year of receiving reassigned workload units, where will the results of your activity be disseminated both through peer reviewed processes as well as an on-campus venue?

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Faculty Signature:		
		Date

Plan for covering teaching load for reassignments: To be completed by Department Chair.

The Department		Will		Will not require adjunct or overload funds
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Chair Signature		
		Date

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Dean Signature:		
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