

# REQUEST FORM FOR ADMINISTRATIVE ASSIGNMENTS

## Center for Instructional Technology

Semester: \_\_\_\_\_

Name: \_\_\_\_\_ Department: \_\_\_\_\_

ADMINISTRATIVE ASSIGNMENTS ARE APPROVED ONE SEMESTER AT A TIME. A NEW APPROVAL FORM MUST BE SUBMITTED FOR EACH SEMESTER.

**Deadline dates for submissions: FALL–JULY 1; SPRING–DECEMBER 1; SUMMER–APRIL 15**

On a separate sheet, address the following:

1. Discuss the goals and objectives for the proposed project.
2. Outline the duties and responsibilities that justify release-time.
3. Specify the length of the project and the amount of release-time being sought. Is this a one-time request or a recurring request? Note that ordinarily no project will be approved for longer than one semester.
4. Detail the outcomes that are expected. If other funds are required (e.g., travel, professional development), provide a detailed description of the total budget.
5. List any other requests and/or submit as a packet.
6. Written reports regarding completed projects must be submitted prior to submission of recurring requests.
7. Written reports are due by the **last day of the semester** for which the release time is given.

I agree to provide a written report outlining my accomplishments in regard to this project.

\_\_\_\_\_  
Signature of Faculty Member

\_\_\_\_\_  
Date

Administrative Approvals:

\_\_\_\_\_  
Signature of Director of Technologies

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Academic Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Date

Approved

Disapproved

Cc: Dean  
Faculty Member