

## Multiple Position Request for Full-Time Instructional Staff

Please fill out the form completely, and attach the faculty member's updated and approved Multiple Position Reporting form before submitting to the Office of Academic Affairs for approval to minimize any delays.

Name \_\_\_\_\_ Title \_\_\_\_\_ Tenured (*faculty only*):  Yes  No

Department \_\_\_\_\_ Unit \_\_\_\_\_

Semester:  Fall \_\_\_\_\_  Winter Session \_\_\_\_\_  Spring \_\_\_\_\_  Summer Session \_\_\_\_\_

### ASSIGNMENT

Current Workload Hours (*faculty only*) \_\_\_\_\_ Multiple Position Assignment Start Date \_\_\_\_\_

Non-Teaching \_\_\_\_\_

*Purpose of assignment*

\*Total Non-Teaching Hours \_\_\_\_\_

Teaching

Assigned Department/Unit \_\_\_\_\_

Course # \_\_\_\_\_ Section # \_\_\_\_\_  Weekend or  Online

Course # \_\_\_\_\_ Section # \_\_\_\_\_  Weekend or  Online

\*Total Contact Hours (*weekly*) \_\_\_\_\_ \*Total Instructional Hours (*semester*) \_\_\_\_\_

Justification for request (*Attach additional page/s as needed*)

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I attest that this assignment is within the Multiple Position Policy Statement limitations for my title. \_\_\_\_\_  
Initial Here

### APPROVAL (*Please print for signatures*)

*Department Chairperson/Director*

\_\_\_\_\_  
Print Name Signature Date

*Division Vice President*

\_\_\_\_\_  
Signature Date