

## Full-time Faculty Alternate ESH Assignment Request

### Submission Deadlines

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

### Important Notes:

- Complete a separate form for each activity or project.
- Do not exceed 20 ESH for one semester or 36 equivalent semester hours (ESH) during the academic year (AY).

**STEP 1:** The faculty member provides a brief description of the alternate ESH assignment and completes the form up to the requestor's signature. Obtain all required signatures or confirmation emails before submitting the form to the department aide. Keep a copy of the final signed form, ensuring it is completely filled out.

**STEP 2:** ESH grantors should maintain a copy of the assigned ESH per their unit's procedures. The grantor returns the form to the faculty member with the account number and the grantor's confirmation/signature.

**STEP 3:** The faculty member's dean is the approver of the assignment. The dean keeps a copy of the approved or declined request form and uploads a copy to Employee Engagement and Labor Relations (EELR).

Faculty Name \_\_\_\_\_ Department \_\_\_\_\_

Campus \_\_\_\_\_ Term \_\_\_\_\_ Year \_\_\_\_\_

### Description of Alternate Activity or Project:

Fund	Org (Banner)/ Cost Center (Workday)	Account	Program	Activity	Discipline*	Percent

\*If the program is 1000, the discipline must be entered.

