

Date:

To: Dean Wolf

Re: **Participation in the Faculty Salary Research Exchange Program**

Dear Alex,

I am writing to request participation in the Faculty Salary Research Exchange as detailed below. I understand that this program does not release me from teaching and/or service duties; and that I will complete a full complement of course offerings and service commitments to the department, the campus, and my profession.

I would like to participate for the upcoming \_\_\_\_\_ quarter(s), and I  
(i.e., Fall 2019, Winter 2019)  
would like to exchange \_\_\_\_\_% of my monthly academic year salary.

I would like to cover this cost with the following funds:

\_\_\_\_\_  
FOAPAL/Award Number XXXX-XXXXXX \_\_\_\_\_%

\_\_\_\_\_  
FOAPAL/Award Number XXXX-XXXXXX \_\_\_\_\_%

The combined effort requested from these awards equals \_\_\_\_\_%. I understand that the salary charged directly to each award represents my percentage of effort committed to the project during the academic year.

Sincerely, \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Enter your name)

Title: \_\_\_\_\_

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

Research Analyst Approval: \_\_\_\_\_ Date \_\_\_\_\_

Cost Share: Y/N Course Buyout: Y/N

Department Chair Approval: \_\_\_\_\_ Date \_\_\_\_\_

Dean Approval: \_\_\_\_\_ Date \_\_\_\_\_

cc: Alex McCafferty - Director of Resource Planning & Management

Roxanne Monnet-Academic Personnel Manager Department Payroll