

SECONDARY ASSIGNMENT PROCESS

NAME: _____

EFFECTIVE DATE: _____

PRIMARY DEPARTMENT: _____

PRIMARY ACADEMIC TITLE/TRACK: _____

PRIMARY APPOINTMENT FTE: _____

SECONDARY ASSIGNMENT DEPARTMENT: _____

SECONDARY ASSIGNMENT TITLE: _____

SECONDARY ASSIGNMENT FTE: _____

REQUIRED DOCUMENT(S)	DATE SENT TO FACULTY AFFAIRS	DATE REC'D IN FACULTY AFFAIRS	RESPONSIBLE PARTY
<ul style="list-style-type: none"> Secondary Assignment Request for Faculty Form 			Department
<ul style="list-style-type: none"> Secondary Assignment Offer Letter or Agreement Letter 			Department
<u>Complete Process:</u>			
1. Upload FTF into Perceptive Content			Office of Faculty Affairs
2. Finance approval			Office of Faculty Affairs
3. Dean's approval			Office of Faculty Affairs
4. RBHS approval			Office of Faculty Affairs
5. Send FTF to UHR (for Teaching Course only)			Office of Faculty Affairs
6. File Documents			Office of Faculty Affairs