



Part-Time Faculty Workload Waiver Request

Pursuant to Section (B)(10) of Policy 3356-10-01 Hiring and selection process for full and part-time faculty, part-time faculty may teach up to eleven workload hours each fall or spring semester and up to eighteen workload hours per academic year. To go beyond these limits, the department chairperson must request a written waiver from the Provost/Vice-President for Academic Affairs.

Part A. Completed by Chairperson (Once completed forward to the Office of Academic Affairs)

Name of Part-Time Faculty Member: _____ Banner Number: _____

Semester/Year: _____ For Spring Requests *only* - # of Fall Semester Workload Hours Taught: _____

Tentative Assignment for Semester Requested:

<u>Course Number[s]</u>	<u>Workload Hours</u>
Total Hours	

The above assignment is in the best interest of the University for the following reason[s]: _____

Chairperson Signature: _____ **Date:** _____

Part B. Completed by Provost/Vice-President for Academic Affairs or Designee

Approved

Not Approved

Provost/VP or Designee Signature: _____ **Date:** _____

Distribution: Dean, Chairperson, Academic Budget Officer, Human Resources (hr@ysu.edu)
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