

**Two Term to Three Term Chair Assignment Agreement**  
Temporary Conversion of Two Term Faculty Chair to Three Term Faculty Chair

Name of Faculty Member	Academic School	Fall 2012 thru Summer 2015 Terms of Service
------------------------	-----------------	--

Thank you very much for your continued service to the College as Chair of your academic discipline(s). The role of the Chair is important and continues to enhance the mission of the College.

As you know, Chair duties are performed throughout the entire academic year. Therefore, in order to provide consistency and continuity, CNM is temporarily changing your assignment to that of a Three Term Faculty Member during the period of time that you are Chair. Your pay and leave accrual will be adjusted accordingly to that of a Three Term Faculty Member for the period of time you are serving as a Three Term Faculty Chair.

Upon the conclusion of your service in the position of Chair, you will be returned to your regular two term faculty assignment and your pay and leave accruals will be adjusted accordingly to that of a Two Term Faculty Member. If for any reason you do not complete the entire term of your assignment as a Three Term Faculty Chair, you will revert back to being a Two Term Faculty Member at that time.

Please initial and sign the appropriate blocks below.

I voluntarily accept the assignment as a Three Term Faculty Chair. By voluntarily accepting the assignment, I am acknowledging that I understand the College pays faculty members on an equal pay basis and front loads personal leave. I further understand that reverting back to two term status before completing the Chair assignment could result in a situation in which I would owe the College money or personal leave if I do not earn all the wages and personal leave that I received in advance.

I decline the assignment as a Three Term Faculty Chair.

Faculty Member Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Vice President Signature \_\_\_\_\_ Date \_\_\_\_\_

File Distribution:  
Original - HR/Official Personnel Record  
Copy - Academic School  
Copy - Employee

Created 120412 Revised 120412