

Participation Agreement

Term: _____

Funded through: (check one)

Department _____ Acct. # _____

Contract/Grant Title _____ Acct # _____

Project Title: _____

Project Duration: Starting _____ Ending _____

Faculty Member: _____ FT __ PT __ SS# _____

Department/Discipline: _____

The faculty member named above will receive institutional support in the form of:

Course Reassignment(s) for # _____ of credit-hour course(s), _____ contact hours per week, _____ contact hours per term, not to exceed a total of \$ _____.
NOTE: Course reassignment is used for full-time faculty only. The total hours charged must be calculated by using the course release conversion table for full-time faculty.

Extra Compensation: Payment will be for work on the project named above at the rate defined by the Collective Bargaining Agreement (\$32/hour for full-time faculty or \$22/hour for part-time faculty) not to exceed a total of \$ _____ for _____ hours. **NOTE: A time log reflecting dates and hours worked and tasks accomplished must accompany requests for payment.**

The above named faculty member agrees to carry out tasks associated with this work and to provide information relating to the assessment of the work's effectiveness during and at the conclusion of the term. Scope of work attached.

Faculty Member

Date

Dean/Associate Dean

Date

Contract/Grant Control Agent (If applicable)

Date

Special Notes:

Once all signatures are obtained, send: Original to HR and copies to Department Payroll Specialist, Department personnel file, Contract/Grant Control Agent, and Business Office.

Project Scope of Work

Name: _____ Dept/Discipline _____

Term: _____ Hours per week: _____ Hours per term: _____

Project Title: _____

Directions: Complete each area of the scope of work and return to your project leader for approval before project start date. Attach scope of work to "Participation Agreement".

I. Project Description and Justification

II. Goals

III. Outcomes/Results/Deliverables

IV. Timeline (include dates for deliverables and meeting times with project leader)