

# Faculty Stipend Request Form

*Faculty stipends for any reason generally need the approval of the Academic Dean and the Department Chair. Please use the form below to request a stipend with adequate detail to explain the reason for the stipend. This form must be completed and approved by the Academic Dean before any stipend will be paid.*

**Employee Who Will Receive the Stipend:**

**Requested By:**

**Amount:**

**Account # to be Charged:**

**Reason for Stipend:**

- |                                                  |                                                       |
|--------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Teaching Overload       | <input type="checkbox"/> Dept. Chair                  |
| <input type="checkbox"/> Senior Inquiry Overload | <input type="checkbox"/> Interim Dept. Chair          |
| <input type="checkbox"/> Music Commission        | <input type="checkbox"/> 1 <sup>st</sup> Year Advisor |
| <input type="checkbox"/> Release Time            | <input type="checkbox"/> Grants                       |
| <input type="checkbox"/> Honors                  | <input type="checkbox"/> Foreign Term                 |
| <input type="checkbox"/> Curriculum Development  | <input type="checkbox"/> Clinic Work                  |
|                                                  | <input type="checkbox"/> Other                        |

Please provide details of the request including information on the situation, the duration of the situation and any other relevant details:

*\*Please take to payroll office once signed*

**Approvals:**

**Additional Comments:**

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Dr. Wendy Hilton-Morrow, Provost      Date

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Department Chair      Date