

Sample letter for faculty reassigned time *plus* extra compensation

Date

Heading

Dear:

I am pleased to formally offer you extra compensation and time reassigned from your teaching for [fill in semester(s)/year]. You are still obligated to fulfill the Significant Focus portion of your faculty appointment.

For this appointment, your extra compensation will be \$_____ and reassigned time appointment details are outlined below:

Reassigned time credits*	Purpose of reassigned time	Overload pay

**The credits of reassigned time should equate to the effort associated with both in-class and outside class work for a similar credit class. For example, for 3 credits of reassigned time, the recipient should spend approximately 10 hours per week or 150 hours per semester.*

This appointment is subject to all applicable University policies as published and modified from time to time on the University policies website (<https://www.gvsu.edu/policies/>). As part of your Faculty Activity Report (FAR), you will be asked to report on the achievements during your reassigned time.

If you find this assignment and conditions acceptable, please sign, date and return the original copy of this letter by (date) as an official indication of your acceptance of the reassigned time appointment as proposed. A duplicate copy is included for your records.

Sincerely,

Dean
Title

Signature

Date

Cc: Provost Office
Dept. Chair
Human Resources
Extra Compensation position #