**Request for Approval for Summer Per Diem Compensation (CBA Article 19.6.c)  
\*\*\**Submit one form per faculty member - requests for multiple faculty will be returned* \*\*\***

|  |  |
| --- | --- |
| **MUST BE SUBMITTED AND APPROVED PRIOR TO THE EVENT FOR WHICH COMPENSATION IS SOUGHT** | |
| Department: |  |

|  |  |
| --- | --- |
| Name of Faculty who will be involved in activity/function: |  |

|  |  |
| --- | --- |
| Activity/Function for which approval to compensate is being sought: |  |
|  | |
|  | |
|  | |
|  | |
|  | |

|  |  |
| --- | --- |
|  | Check here to confirm that the faculty member’s participation is voluntary. |

*Please indicate which of the following apply in this case and, below, a brief explanation why it applies:*

|  |  |
| --- | --- |
|  | The activity/function cannot be addressed with a workload revision for current or subsequent year. |
|  | The activity/function is a defensible need at the unit level that must occur in the summer. |
|  | The activity/function is a distinct, time-limited effort, distinguished from other activities/functions as defined in Article 19. |

Explanation of above (may continue on separate page):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time required for the activity/function: | |  | | Days |
| Date(s) when work will be completed: |  | | | |
| Proposed compensation per faculty member: | | |  | |

*(Per diem rate for July 2021-June 2024: $275 per day if the number of hours worked during the day is more than three hours or $175 per day if the amount worked is three hours or less)*

Approval:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Chair: |  | | Date: |  |
| Dean: |  | | Date: |  |
| Vice Provost: | |  | Date: |  |