

COMMENTS - please address any pertinent details related to your change in workload or scope over the period:

TO BE COMPLETED BY CHAIR/DIRECTOR (If applicant has a joint appointment, both Chairs/Directors must confirm acknowledgement).

Comments:

Approved by Primary Chair/Director:

Date:

TO BE COMPLETED BY DEAN(S) (If applicant has a joint appointment, both Deans must confirm acknowledgement).

Comments:

Approved by Primary Dean:

Date:

FOR FACULTY RELATIONS USE ONLY

Dean Chair

