WORKLOAD ADJUSTMENT REQUEST

Please complete form in its entirety. Forms lacking the required information or documentation will be returned to the authorized signer. Examples of adjustments include:

- Course development for a new course of strategic importance to the school or a new online course
- Institution building activities of strategic importance
- Any change to adjustment to contractual workload or course compensation not captured in SIS

EMPLOYEE INFORMATION

Employee Name: ___________________________  Last   First   M.I.

Employee ID Number: ________________  Contract Year ________________  Date: ________________

ADJUSTMENT INFORMATION

Reason for Adjustment:

**NOTE – Attach all supporting documentation such as course syllabi or appointment letter.

ADJUSTMENT DETAILS

Effective Date: ________________  Credits / Dollars ($): ________________

SIGNATURES

Employee Signature: ___________________________  Date: ________________

Vice Dean Signature: ___________________________  Date: ________________

Return Completed form to:

Carey Office of Finance

ykhurgel@jhu.edu