

**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](mailto:ykhurgel@jhu.edu)