Faculty Reassignment Procedure for Spring 2020

Step	Timeline	Entity	Description
1	September 6th, 2019	Programs- ASA/ASC	Complete faculty reassignment form
2	September 13th, 2019	Academic Planning & Budgeting	Aggregates data derived from forms, review accuracy for reassigned time codes and sends to Chair for approval. APB will notify Chair and ASA/ASC if any discrepancy/error.
3	September 20th, 2019	Programs	Chair reviews and sends APB the approved list. If Chair denies a request, he/she is responsible for notifying faculty/ASA/APB
4	September 27th, 2019	Academic Planning & Budgeting	APB receives approved list from Chair and sends list to the Dean for review and final approval.
5	October 11th, 2019	School	Dean will review and approve list. If Dean denies a request, he/she is responsible for notifying Chair and APB.
6	October 25th, 2019	Academic Planning & Budgeting	APB will receive the final approved list from Dean and input data into PeopleSoft. APB will post final list on APB website.