

MID TERM COURSE REASSIGNMENT WORK SHEET (purple form)

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|-------------------------------------|---|--------------------------------------|
| Name of terminating faculty member: | | CWID: |
| Reason for termination: | voluntary (see attached resignation letter) | involuntary (see attached documents) |
| Cost Center No.: | Account No.: | |

Division Dean Signature

Date

LIST ALL COURSE NAMES AND SECTIONS REASSIGNED OR ENDED

| | | |
|--|---------------------------|---------------------|
| Course and Section #: | Last class taught (date): | Last class (day): |
| HR use only: # of days taught: | | |
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| Course and Section #: | Last class taught (date): | Last class (day): |
| HR use only: # of days taught: | | |
| WILL YOU CONTINUE TO TEACH OTHER CLASSES: | YES | NO |
| PRO RATE PAY: TOTAL CONTRACT AMOUNT (Ending Courses) | | |
| FYTD Paid Thru: _____ | \$ _____ | |
| | \$ _____ | |
| | \$ _____ | |
| | \$ _____ | |
| BALANCE DUE/ OVERPAYMENT: | TOTAL DUE: \$ _____ | |
| Affected pay periods: | | |
| Name of faculty assuming class/s: | | CWID: |
| Cost Center No.: | Account No.: | |
| Day first class taught: | Day first class taught: | |
| ARE YOU CURRENTLY TEACHING OTHER CLASSES? | YES | NO |
| PRO-RATE PAY: | | TOTAL DUE: \$ _____ |
| Affected Pay Periods: | | |