

# Texas A&M University-Kingsville

## *REASSIGNED TIME REQUEST*

A copy of the **completed form** with proper signatures should be attached to the Teacher Load Report.

**NOTE** Assignment: Teaching = \_\_\_\_ FTE (One regular 3 credit class=0.2 FTE for research purposed buy-out)

(Before any reassignments) Research/Other = \_\_\_\_ FTE  
TOTAL= \_\_\_\_ FTE

FTE Reassigned Time Requested \_\_\_\_\_

FTE Additional Assignments – Teaching

In-kind Research/Other \_\_\_\_\_

Funded Research \_\_\_\_\_

Previously Approved Reassignment \_\_\_\_\_

### **TYPE OF REASSIGNMENT REQUESTED (Please check)**

\_\_\_\_\_ Research Project: Explain

\_\_\_\_\_ Externally Funded \*

\_\_\_\_\_ Not Externally Funded

Grant Account Number\*

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If externally funded, is it SRI eligible?	Yes	No
Does this research buy out time from E&G funding?	Yes	No
If yes, what is the cost savings to the E&G funding	\$	
If yes, will this require replacement funding to cover part-time faculty salary pay?	Yes	No

