



# WAYNE STATE UNIVERSITY

## Universal Waiver Request: Additional Service Assignment (ASA) Request/Part-Time Faculty (PTF)

Employee Name		Banner ID		Effective Dates	
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### Additional Service Assignment (ASA) Reason for Request:

	Home unit approval (all e-classes) <b>(Dean/VP Approval)</b>
	Non-Represented Personnel (e-class code EX, MA, C2, C9, D2, D9), holding an additional service assignment <b>(Provost Approval - not required for requests under \$1,000)</b>

### Part-Time Faculty/Instructional Assistant Reason for Waiver Request:

	Master's Degree or Bachelor's Degree, in specialized field e.g. Fine Arts <b>(Dean/VP Approval)</b>
	9-month (in Fall and Winter) or 12-month employees with an additional service assignment where FTE exceeds 0.25 <b>(Dean/VP Approval)</b>
	Faculty or Academic Staff salary exceeds 25% (per semester) of their full-time annual salary for the additional assignment <b>(Dean/VP Approval)</b> Proposed salary amount _____
	9-month faculty paid more than 1/3 of their academic year salary during Spring/Summer semester or FTE higher than .49 <b>(Dean/VP Approval)</b>
	9-month faculty teaching over 50% in Spring/Summer semester <b>(Dean/VP Approval)</b>

### List all active assignments for an employee (before proposed additional assignment). Include both full and part-time assignments:

Primary Assignment Classification	Home Org	FTE	Course number (if applicable)

### List all additional assignment(s) add course information if a teaching assignment:

Additional Assignment Title/ Course Number	Section Number	Credit Hours	Clock Hours	FTE	Salary



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**Detailed justification for waiver (please explain):**

**For non-represented employees, to be paid for additional service, the performance must be deemed extraordinary and beyond the regular position requirements. (See Compensation Guidelines.) List the reason:**

**Requested by:**

**Approved by:**

\_\_\_\_\_  
Chair/Director Date

\_\_\_\_\_  
Dean/Vice President Date

\_\_\_\_\_  
Concurrent Unit Supervisor Date

\_\_\_\_\_  
Concurrent Unit Dean/Vice President Date

\_\_\_\_\_  
Provost Date