

Approval of a Five College Faculty Exchange or Borrow

Form to be used only for faculty members who are full-time employees of one campus or full-time joint faculty appointees.

PART I (to be completed by the faculty member invited to teach at another campus)

Invitee's Name

Rank

Home address

Home campus

Campus address

Home (lending) campus college/school/department

Campus email

Description of the invitation to teach through faculty exchange or borrow at another campus in the Five College Consortium

Borrowing Campus

Semester/Year (e.g., Fall 2019)

Course: Number

Title

Borrowing College/School/Department

Borrowing campus chair or dean issuing invitation

Nature of the borrowing/exchange:

- overload (in addition to normal teaching, scholarly and service duties at the lending campus that semester) with a supplemental stipend to the borrowed faculty member;
- released time borrow (with corresponding course reduction at the lending campus) without compensation to the borrowed faculty member, but perhaps with compensation to the lending campus

Compensation to the lending campus, if any

straight exchange for _____ in _____
(Name) (Semester)

Invitee certifies interest in accepting this invitation. Invitee accepts that any course is governed by the academic policies of the campus where the course is offered. Invitee agrees to follow all policies governing faculty conduct at the borrowing campus during the semester that any course is taught at the borrowing campus.

Also needed for approval of overload borrowing (even partial Federal funding for a position prohibits more than 100% effort):

Invitee certifies no portion of Invitee's compensation will be paid from Federal funds during the period of teaching an additional course as an overload.

Invitee's signature _____ Date: _____

PART II (Lending Institution Approval)

Lending Institution _____

Recommendation for approval by lending Department (or School for Hampshire) Head

Printed Name _____ Signature _____ Date _____

Approval by College Dean (UMass), Chief academic officer (Colleges) or designee

Printed Name _____ Signature _____ Date _____

PART III (Borrowing Institution Approval)

Stipend to be paid: _____ (Stipend chosen by the borrowing institution will be paid to the borrowing faculty member by the lending campus on dates as determined by the lending campus with whatever benefits the lending campus judges appropriate. Lending campus will bill the borrowing campus only for the stipend as paid, unless there is a special arrangement agreed upon by the business offices of the two campuses in advance for the borrowing campus to contribute to the payment of benefits. Billing and payments will be on the dates agreed upon by the two campuses' business officers.)

Printed Name _____ Signature _____ Date _____

(Name and signature of borrowing department head [or School Dean if for Hampshire] recommending approval)

Special arrangement for compensation to be paid or reimbursement, if any: _____

Printed Name _____ Signature _____ Date _____

(Name and signature of borrowing Provost, Dean or designee approving the arrangement)

PART IV (To be completed by Five College Executive Director)

Signature _____ Date _____

(Five College Executive Director)

Comments and/or special arrangements _____

In case an agreement is cancelled, notice of cancellation or termination should be sent to the Five College Executive Director.

Distribution of fully approved version of the form:

- Appointee
- Appointing Office of borrowing institution (Provost, Dean, or designee)
- Treasurer, Vice President, or Vice Chancellor for Finance/Administration of the borrowing institution
- Provost or Dean of Faculty of lending institution or designee
- Treasurer, Vice President, or Vice Chancellor for Finance/Administration of the lending institution
- Five College Executive Director