

Faculty Work Form for Projects

Please complete a Faculty Special Projects Form each time you wish to initiate or sponsor a special project requiring School resources outside the normal course of requests for routine faculty support (eg., on or off-site screening programs, new materials development including newspaper ads or brochures, special programs, etc.). Submit each completed form to the appropriate Dean (see below) with a minimum of two weeks advance notice. Approval and coordination of resources and support will be communicated to you via a return copy of this form, or request for a meeting time if clarification or preliminary discussion is appropriate.

Faculty requesting: _____

Date request is being made: _____

Proposed date(s) of project: _____

Project brief:

Indicate what requests you have for press releases, flyers, brochures, time allocation, staff help or any other School or University resources.

If this is a project involving the Centers for Eye Care, submit it to Assistant Dean Garzia, if it involves CE or distance learning, submit it to Associate Dean Franzel, all others should be submitted to Interim Dean Davis.

Sent to: _____ Date sent: _____

Your signature: _____

Dean's signature: _____ Date approved: _____

Indicate others who should receive this form in order to initiate coordination of the project (eg., Center Supervisor, Chief(s), Patient Service Coordinator, Patient Service Representatives, other staff, students)
