



SUMMER PAY EXCEPTION REQUEST FORM

Summer appointments for teaching, non-teaching activities, or a combination thereof, which are full-time and more than eleven weeks, may be approved by the VPFAA if recommended by the chair and dean, if institutional or project need can be demonstrated, if permitted by any granting agency involved and if the standard hours do not exceed 100% during any period of the appointment. Before an appointment is submitted beyond the 11-week/27.5% limitation, permission must be requested from VPFAA. The faculty member must attest that the entire period(s) of the appointment(s) will be spent working on the designated project(s)/course(s). In no case will an exception be granted beyond 13 weeks (32.5% of the previous academic year rate). More information about summer pay can be found in our [Academic Summer Guidelines](#).

Please provide below the **total number of weeks** requested during the 2023-2024 summer period. This should include all research, teaching, curriculum development, and administrative pay. Please indicate the type of request for each period - Research, Administrative, Curriculum Development, and/or Teaching.

Period _____ Type _____ FTE% _____

Period _____ Type _____ FTE% _____

Period _____ Type _____ FTE% _____

Period _____ Type _____ FTE% _____

After obtaining signatures from your unit head and dean/division head, please submit this form to apps@indiana.edu. Please allow 3-5 business days for exception processing.

Employee Signature

Department/Unit Head Signature

Dean or Division Head Signature

Vice Provost for Faculty & Academic Affairs Signature