

PART-TIME FACULTY / TIME IN SERVICE CORRECTION REQUEST

DATE:

NAME:

URI ID #

Dear _____
(Department Chair)

I am submitting the acceptable forms of documentation - URI course assignment contracts, load credit hour forms, Student Evaluation of Teachers (SET) or final grade sheets - for purposes of updating and/or correcting the Time in Service database that reflects my time in service seniority record at URI. I believe my total number of courses taught to be currently incorrect and I'm submitting the courses I believe to be missing from my record. I have taught as a part-time faculty member at URI since _____ .

Note: As provided for in Article X, Time in Service/ Assignments, of the bargaining unit's *Collective Bargaining Agreement*, your Department Chair will forward these materials to the Dean of your College. The Dean will forward this information to:

Institutional Research
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Sincerely,