



Minnesota  
STATE COLLEGES  
& UNIVERSITIES

MINNESOTA STATE COLLEGE FACULTY (MSCF)  
REQUEST FOR ADDITIONAL ASSIGNED FIELD

Faculty Member \_\_\_\_\_

College \_\_\_\_\_

To: Office of the Chancellor, Personnel  
Minnesota State Colleges and Universities

In accordance with the terms of Article 20, Section 8, Subdivision 1 of the EMPLOYMENT CONTRACT between the Minnesota State Colleges and Universities Board of Trustees and the Minnesota State College Faculty, it is requested that the above named faculty member be assigned responsibilities on a continuous basis in the newly requested assigned field: \_\_\_\_\_  
\_\_\_\_\_. The approved listing of current assigned fields can be found at: <http://www.hr.mnscu.edu/HROffice/cc/assignedfields.html>.

The present assigned field is \_\_\_\_\_.

The effective date of the new assigned field shall be the beginning of the \_\_\_\_\_ semester of the 200\_\_\_\_ - 200\_\_\_\_ academic year.

ATTACHMENTS REQUIRED:

- \_\_\_ Minimum Qualifications Credit Listing by Faculty Member
- \_\_\_ Official transcripts
- \_\_\_ Record of courses taught during the immediately preceding two (2) academic years, by title, course designation and number, and number of credits

AGREED TO:

APPROVED BY:

\_\_\_\_\_  
President

\_\_\_\_\_  
Office of the Chancellor/Personnel  
Minnesota State Colleges and Universities

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

cc: Faculty Member  
College Personnel Office  
Office of the Chancellor/Personnel  
MSCF – Higher Education Field Staff