

Service Request Form

This form is for part-time and adjunct faculty at the USC Rossier School of Education to request and detail service assignments. Please submit this form to the appropriate Program Director **each semester (by 6/30 for Fall, 11/30 for Spring, and 3/31 for summer) for the service work you anticipate in the upcoming semester.** If approved, the form will be forwarded to Faculty Affairs and the Business Office for processing.

Faculty Name: _____

Date: _____

Academic Program: _____

Name and Description of Service Work:

Funding Source:

Start & End Dates: _____ - _____

Semester: _____

Total Number of Expected Hours: _____

I confirm that the information given in this form is true, complete and accurate.

Employee Signature: _____

Date: _____

Supervisor/Program Director Name: _____

Supervisor/Program Director Signature: _____

Date: _____

OFFICE USE ONLY

Approval Signature

Associate Dean for Faculty Affairs: _____

