DIVISION OF ARTS HUMANITES COURSE BUYOUT PROGRAM (CBO)

Date: __________________________ Name: __________________________

Dept: __________________________ Employee Number: __________________________

Department Contact: __________________________ Signature: __________________________

(Please print name & extension)

Department Approval: __________________________

(Department Chair's Signature)

Number of Course(s): _______ Quarter/Pay Period: _______

Project to pay salary: __________________________ INDEX Number to pay salary: _______

Please list the current year teaching load BEFORE CBO and AFTER CBO. (Faculty shall not, as part of this program, teach less than two courses per year, and at least one of those must be at the undergraduate level.)

Current Year teaching load BEFORE CBO Approval:

Term: __________________________ Course number(s): __________________________

Term: __________________________ Course number(s): __________________________

Term: __________________________ Course number(s): __________________________

Term: __________________________ Course number(s): __________________________

Current Year teaching load AFTER CBO Approval:

Term: __________________________ Course number(s): __________________________

Term: __________________________ Course number(s): __________________________

Term: __________________________ Course number(s): __________________________

Term: __________________________ Course number(s): __________________________

Notes:

Dean's Approval: __________________________ Date: __________________________

Executive Vice Chancellor's Approval: __________________________ Date: __________________________

CANCEL/MODIFY NOTIFICATION:

CANCEL CBO

MODIFY and REASON: __________________________

Chair's Approval: __________________________ Date: __________________________