

A change of duty station may be approved in instances where a faculty member would be hosted by another institution or organization and undertake activities of benefit to the individual faculty member and the university. Approval of the provost or executive vice president and chief operating officer, depending upon the reporting structure, on recommendation of the department head or chair or school director, and dean (or appropriate administrator) is required. Such authorization is usually not granted for longer than one semester. In certain circumstances, the executive vice president and provost or the executive vice president and chief operating officer determines whether a change of duty station involving institutional salary support is appropriate.

Please submit this completed form to Faculty Affairs (facultyaffairs@vt.edu) for review and approval by the Office of the Executive Vice President and Provost.

Faculty Member Name _____

Faculty Member Title _____

Last 7 digits of Faculty Member VT
ID Number _____

Faculty Member Department _____

Name and location of host institution
or organization _____

Dates of absence _____

Description of activities to be undertaken during the change of duty station that are of benefit to the individual faculty member and the university.
(e.g., research, serving as a visiting scholar, etc.).

Faculty Member signature

Date

Approvals:

Department Head/Chair or School Director signature

Date

Department Head/Chair or School Director name (please print)

Dean signature

Date

Executive Vice President and Provost signature

Date