

**PAWS JR PROGRAM
WORKLOAD ADJUSTMENT REQUEST FORM
College of Arts and Sciences
Georgia State University**

Name:				
Title:				
Date:				
Department:				
PAWS JR Request:	Semester:		Year:	
	Amendments: Is this an amendment of a previously approved form?	YES NO	Previously approved semester: Previously approved year:	
PAWS JR Proposal (not to exceed 400 words):				

PAWS JR ELIGIBILITY

Assistant Professors and untenured Associate Professors with no tenure credit or no more than one year of tenure credit, who complete a pre-tenure review with ratings of **at least** *very good* in professional development, *very good* in teaching, and *good* in service at the college level.

INSTRUCTIONS

Faculty member:

1. Discuss your proposal with your Chair or Director.
2. Complete the PAWS JR Workload Adjustment Request Form above, including proposal text up to 400 words.
3. Save this application as a PDF to your computer using the print dialogue.
4. Submit the form to your Chair/Director by email for approval.

Chair/Director:

1. Following your review, upload the form to the PAWS JR Submission Portal.
2. Respond to the questions on the submission portal.
3. That's it!