

# SPECIAL PROJECT PROCEDURES FOR CERTIFICATED/ACADEMIC EMPLOYEES

**BEFORE A SPECIAL PROJECT CAN BEGIN IT MUST BE APPROVED BY THE BOARD OF TRUSTEES.  
All special projects are subject to applicable contract provisions.**

1. The **Dean/Director** who will have responsibility for the project will complete a *Special Project Request Form*. The Dean/Director will discuss the special project with the employee. If they agree the special project is appropriate, they will sign it and the Dean/Director will forward to Budget Control for funding approval.
2. **Budget Control** will sign the form, verifying funding, and return it to the Dean/Director.
3. The **Dean/Director** will forward the form to the appropriate Vice President for approval/signature.
4. The **Vice President** will forward the form to the President for approval/signature.
5. The **President** will forward the original request to Diversity and Human Resources.
6. **Diversity and Human Resources** will prepare a board report for approval by the Board of Trustees. (Special projects cannot be paid without Board approval.)
7. **Diversity and Human Resources** will forward the original request to Payroll and copies to the employee's personnel file, the employee, and the Dean/Director.
8. **Upon completion of the project:**
  - a. The **employee** will submit a *Special Project Time Report* to the Dean/Director who has responsibility for the project's budget for signature after the work has been completed.
  - b. The **Dean/Director** who has responsibility for the project will submit the *Special Project Time Report* to Payroll for payment.
9. If a **cancellation or change** has occurred, it must be noted on the *Special Project Time Report*.