

Please send this form to [pbo@towson.edu](mailto:pbo@towson.edu)

## Faculty Payments Cancellation Form

Contract ID: \_\_\_\_\_

**Note:** The purpose of this form is to cancel payments to faculty.

**Important:** Please contact Enrollment Services to cancel the course.

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Today's Date	Semester	
Appointee Name	Empl ID	Title
Dept. Name	Dept. Code	
Line 1 Course HEGIS Code	Number and Section	Amount
Line 2 Course HEGIS Code	Number and Section	Amount
Line 3 Course HEGIS Code	Number and Section	Amount
Cancellation Effective Date		
Reason for Cancellation		
Requestor Name	Phone	E-mail

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### Complete This Section for FALL and SPRING Semesters Only

The [Adjunct Policy](#) states that "If the University has a **fall or spring** semester class to which an Adjunct Faculty member has been assigned that is cancelled less than 30 days prior to the class start date, and has been unable to offer the Adjunct Faculty member re-assignment to a comparable class, the University shall compensate the Adjunct Faculty member 10% of the payment amount specified in the contract or appointment letter for that class."

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|---|---|
| 1a. Has the course been cancelled in PeopleSoft?  | 1b. Has the course been reassigned to a full time faculty member? |
| 2. Is the Course Term File Cancellation Date less than 30 days prior to the class start date? |   |
| 3. Has this Appointee been reassigned to another course?                                      |   |
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Please select one of the following:

1. NO payment.
2. 10% Cancellation Payment Amount (#1a or #1b and #2 must be "Yes" and #3 must be "No" above)
3. Partial compensation. Appointee did not complete teaching assignment. The Provost Budget Office will calculate the total amount the appointee is entitled to.

Department Chair/Date \_\_\_\_\_

Provost Budget Office/Date \_\_\_\_\_

ALL cancellation forms must be emailed to [pbo@towson.edu](mailto:pbo@towson.edu). If payment is due, this completed form must be signed by the Chair and emailed to the Provost Budget Office for payment processing.

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For Provost Budget Office Use: Department/Account Charge Codes _____ Amount _____
(note: this is the total amount appointee is entitled to)