APPLICATION FOR APPROVAL FOR ADMINISTRATORS TO TEACH

It is the policy of the University not to retain its Administrators for teaching responsibilities during normal work hours for additional compensation. Whether compensated or not, Administrators who will be engaged to teach must submit an Adjunct Faculty Application, a current CV, as well as this Approval Form.

After your Director has approved this application, you should return it to the academic unit in which you will be teaching. The academic unit will then submit the application, along with all other necessary materials, to the Associate Vice President for Academic Affairs, ADN 116, at least two weeks before classes begin. You will receive a copy from your Academic Unit.

Name: ________________________________
School: ______________  Department: ________________________________
Job Title: ________________________________
Responsibilities: ________________________________

Courses To Be Taught

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<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Credits</th>
<th>School</th>
<th>Semester/Year</th>
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Reason for teaching

________________________________________________________________________
________________________________________________________________________
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Total Salary: ________________________________ Budget Charged: ________________________________
Signature: ________________________________ Date: ________________________________
ID: ________________________________

Supervisor

Print Name: ________________________________ Title: ________________________________

☐ Approved  ☐ Not Approved

Signature: ________________________________ Date: ________________________________

AVPAA Comment

☐ Approved  ☐ Not Approved

Signature: ________________________________ Date: ________________________________