

APPLICATION FOR APPROVAL OF ADDITIONAL TEACHING FOR FACULTY

It is the policy of the University not to retain its full-time faculty for additional teaching responsibilities for added compensation. In special circumstances, a faculty member may be compensated for such additional instruction. In such cases, the approval of the faculty member's Chairperson, Dean and the Vice President for Academic Affairs must be obtained. Such approval may be given for a period not to exceed one academic year, and may be renewed in exceptional cases. [University Statutes §4-03.04 (a)]

Please submit this application to the Chair, who will transmit it to the Dean. The Dean will 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 an executed copy from your Academic Unit.

Name: _____

School: _____ Department: _____

Additional Course(s)

Course ID	Course Title	Credits	School	Semester/Year

Regular Courses

Course ID	Course Title	Credits	School	Semester/Year

Indicate other paid teaching/administrative duties

Reason for additional teaching

Total Salary: _____ Budget Charged: _____

Signature: _____ Date: _____

ID: _____

Chair's Comment

Approved Not Approved _____
Signature Date

Dean's Comment

Approved Not Approved _____
Signature Date

AVPAA Comment

Approved Not Approved _____
Signature Date