

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

Course ID	Course Title	Credits	School	Semester/Year

Reason for teaching

Total Salary: _____ Budget Charged: _____

Signature: _____ Date: _____

ID: _____

Supervisor

Print Name: _____ Title: _____

Approved Not Approved

_____	_____
Signature	Date

AVPAA Comment

Approved Not Approved

_____	_____
Signature	Date