

# STAFF TEACHING ASSIGNMENT AUTHORIZATION

## For Exempt Staff Teaching as Part-Time Faculty

- *Employees are responsible to obtain approval no later than two weeks prior to the semester for which a teaching assignment is requested, unless under emergency circumstances.*
- *The Department Chairperson overseeing the course must include a rationale for why this employee is uniquely qualified and positioned for this assignment. (See page 2)*
- *The staff member's immediate supervisor must include a statement describing arrangements for how the teaching assignment will not interfere with the time and effort necessary for the employee's full time staff position. (See page 2)*
- *Full-time exempt employees are limited to one course or up to three credit hours, whichever is greater, of part-time teaching per semester.*
- *Full-time exempt employees accepting part-time teaching assignments will be compensated at the standard part-time/overtime rate established by the University.*

Date: \_\_\_\_\_ Term Offered: \_\_\_\_\_

Name: \_\_\_\_\_ SO#: \_\_\_\_\_

Employee's Department/Unit: \_\_\_\_\_

Employee's Job Title: \_\_\_\_\_

Overload Department: \_\_\_\_\_

Course Name: \_\_\_\_\_

Course Meeting Days: \_\_\_\_\_ Time: \_\_\_\_\_ Section Number: \_\_\_\_\_ Delivery Mode: \_\_\_\_\_

Assignment Begin Date: \_\_\_\_\_ Assignment End Date: \_\_\_\_\_

Credit Hours: \_\_\_\_\_ Total Semester Contract Hours: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPROVAL SIGNATURES

### Additional Assignment Department

### Approved | Denied

### Date

Department Chair: \_\_\_\_\_

Dean: \_\_\_\_\_

### Employee's Department

Supervisor: \_\_\_\_\_

Second Level Supervisor: \_\_\_\_\_

Division Executive: \_\_\_\_\_

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Department Chairperson's rationale for why this employee is uniquely qualified and positioned for this assignment:

Statement from staff member's immediate supervisor describing arrangements for how the teaching assignment will not interfere with the time and effort necessary for the employee's full time staff position: