

# Staff (Non-Faculty) Teaching Assignment Application and Approval Form

Employee Name (First, Middle, Last):

Title:

Department:

College/School/Division:

I request permission to accept internal employment teaching in the Texas Affordable Bachelorette (TAB) Competency-Based Program, the BAAS Program, or other courses for which I am qualified to teach. The proposed employment will not interfere with my assigned duties. In such internal employment, I will act as an individual and not as a representative of the unit for which I am employed. This employment does not release me from my obligations as a staff member.

Name of employing individual:

Nature of the work I will be performing (including courses, credit hours, and responsibilities):

Period of request

Date

through

Date

Will you be compensated ?

Yes

No

If yes, please explain how you will be compensated  
(per student, course, credit hour, etc.)?

I understand that employment may not be undertaken on that portion of time covered by federal grants or contracts and I will not teach during regular working hours unless I have filed a flexible schedule with my supervisor. I further understand that this request applies only to that portion of my time for which I am not obligated to my regularly assigned responsibilities.

Signature of Applicant

Date

Supervisor

Date

Dean, Director, or VP

Date

Vice Provost for Research (if named on a funded grant)

Date