

Request for Approval of DMC Course Assignment for Non-Faculty Employees, Assistant Instructors, and Grant Funded Employees

Non-faculty employees, assistant instructors, and grant-funded employees must receive approval to teach credit or non-credit courses as an adjunct.

A6.30.5 Other Teaching Assignments for Non-Faculty College Employees, Assistant Instructors, and Grant-funded Employees: From time to time a College or Grant-funded administrator or other staff member holding a regular budgeted position or part-time, hourly employment status with the College may be permitted to teach for the College for additional remuneration subject to the advance prior written recommended approval of the employee's regular supervisor and final prior written authorization of the President.

Normally, no more than the equivalent of one credit class should be assigned; the maximum load is less than fifty percent (50%) of a full load. In all cases, persons assigned to teach courses must meet all credentialing requirements for each course.

Name of non-faculty or grant-funded employee:	Colleague ID#:
Department:	Title/Position:

Request for permission to assign the following course(s) for	Semester of	Year:
Course*	Course*	*Please attach an addendum for any additional non-credit classes.
Name and Course Number		
Section ID		
Lecture Hrs. per week		
Lab Hrs. per week		
Semester credit hours		
Salary		
Acct. Number		
Day		
Time		

_____	_____	_____	_____
Chair of Department Signature	Date	Division Dean	Date

NOTICE: This form must be completed by _____ for approval before the course start date.
Date

RECOMMENDATIONS AND APPROVAL

<input type="checkbox"/> concur <input type="checkbox"/> do not concur	_____	_____
	Employee's Regular Supervisor -- <i>(Attach explanation of the hours of the employee's regular assigned work week)</i>	Date
<input type="checkbox"/> concur <input type="checkbox"/> do not concur	_____	_____
	Division Dean <i>(or Second Level Supervisor of Employee's regular position, with a copy sent to Dean)</i>	Date
<input type="checkbox"/> concur <input type="checkbox"/> do not concur	_____	_____
	Associate Vice President <i>(if applicable)</i>	Date
<input type="checkbox"/> concur <input type="checkbox"/> do not concur	_____	_____
	Appropriate Vice President	Date
<input type="checkbox"/> concur <input type="checkbox"/> do not concur	_____	_____
	Human Resources Personnel Signature	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	_____	_____
	President	Date

Payroll:	
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