



REQUEST TO TEACH

In a College

By Faculty from Another College

Faculty Name: _____

Home College: _____

College of Course(s) to be Taught: _____

Semester: _____

Assigned Teaching Load in Home College (in SCH): _____

I hereby request permission to teach within a different college _____ additional pay.

Course Name/Section <small>(Two Class Maximum Allowed)</small>	SCH	Days	Times	Format
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Justification for approving teaching assignment: _____

Employee signature Date

Home Department Chair Date

Home College Dean Date

Other College Dean Date

Provost/VPAA Date