



TEACHING BY FULL-TIME NON-FACULTY EMPLOYEES*

Request for Exempt Staff to Teach as a Supplemental Assignment for Pay

Employee Name: _____ Department: _____

Semester: _____

I hereby request permission to teach for additional pay after my regular work hours. Permission is subject to the TAMIU policies and procedures as outlined in the SAP 31.01.01.04 Teaching by Full-Time Non-Faculty Employees:

<https://www.tamiu.edu/compliance/documents/Rules%20and%20SAPs/31.01.01.10.04teachingbyfull-timenon-facultyemployees.pdf>

Position Title	Regular Work Schedule <i>(Days & Hourly Schedule)</i>
_____	_____

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

Justification for approving teaching assignment: _____

I acknowledge I have read and understood SAP 31.01.01.04, and I agree to comply with this policy's prohibition of engaging in paid faculty work during regular work hours for which I am already being paid.

Employee signature	Date	Immediate Supervisor	Date
College Dean	Date	Provost/VPAA	Date

*Non-exempt and part-time TAMIU employees may not teach for the university because of U.S. Dept. of Labor compliance issues.