

NON-FACULTY TEACHING APPROVAL



Per UT Policy #3364-72-14: Teaching by non-faculty employees, full-time staff employees not holding faculty rank are restricted to teaching no more than one course per semester or no more than ten (10) credit hours per year. This form should be completed regardless if teaching inside or outside work hours for any course taught for extra compensation.

A UT employee must receive written permission from his/her supervisor, the vice president responsible for the area (excluding the Division of Academic Affairs which would require a second provost signature), the college dean and the department chair in which the course is taught by completing this approval form for each course.

Submit the completed and signed form, along with the Extra Compensation Form (UPA) to the Office of Academic Finance at AcademicFinanceAndFacultyAdmin@UToledo.Edu.

For additional information and guidelines on hiring non-faculty employees to teach please refer to the website [here](#).

STAFF MEMBER INFORMATION

Name: _____ R# _____
Title/Position: _____ Office/College: _____

COURSE INFORMATION

Course Number, Course Section Number, Title: _____

Day and Time of course: _____ Academic Term & Credit hours: _____

College: _____ Department: _____

Will this course be taught *inside* or *outside* of normal work hours? (Select One) Inside Outside

Describe how you will make up work time if course taught *inside* work hours: _____

Will this course put you over the course or credit hour limits for this academic year? (Select One) Yes No

If yes, please attach the Provost's written approval (copies of emails are acceptable) to teach more than one course per semester or over ten (10) credit hours per year.

I agree to the plan outlined above while teaching this course inside of my normal work hours OR I agree to conduct course teaching and business outside of my normal work hours:

Employee signature

date

APPROVALS

Supervisor signature /date

Vice President signature /date (excluding Academic Affairs)

Department Chair signature /date

College Dean signature / date

FOR OFFICE USE ONLY (Provost signature obtained by the Office of Academic Finance)

Office of the Provost signature / date _____