



# MarymountManhattan

## AUTHORIZATION FOR ADMINISTRATIVE STAFF TO ACCEPT TEACHING ASSIGNMENT

### Instructions/Guidelines

1. Administrative staff may teach a maximum of 1 course in each semester/session
2. This Form must be submitted to the VPAA Office prior to the teaching assignment for review and approval before being posted in Colleague and at least 14 days prior to the start of the semester/session.

### Employee Information

Name \_\_\_\_\_ indicates by signature below that he/she has been invited by a Division Chair to teach a course in addition to his/her required administrative responsibilities. If the assignment is scheduled during business hours, he/she will work extended hours to compensate for the time in class.

Home Department: \_\_\_\_\_

Teaching Department: \_\_\_\_\_

Course: \_\_\_\_\_

Semester: \_\_\_\_\_ Days/Times: \_\_\_\_\_

### Revised Work Schedule (if class is during business hours)

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### Approvals

_____	____/____/____
Employee Signature	Date

_____	____/____/____
Supervisor Signature	

_____	____/____/____
Department Chair	Date

_____	____/____/____
Vice President of Home Department	Date

_____	____/____/____
Vice President for Academic Affairs	Date

### Office Use Only

Date Received: \_\_\_\_\_

DAA Initials/Review Date: \_\_\_\_\_

Cc; Human Resources

### Employment Status:

[ ☐ ] Exempt [ ☐ ] Non Exempt