**REQUEST FOR APPROVAL TO ACCEPT EXTERNAL TEACHING EMPLOYMENT**

**DURING FALL OR SPRING SEMESTER**

(Pursuant to Article 10.13 of Instructional Faculty Contract)

Please type or print in ink. After Presidential action, a copy of this form will be returned to the Provost, Dean, Department Chair, faculty member and Human Resources.

Faculty Member: Ext.:

Semester: (Circle One)

Department: Fall / Spring 20

**Institution of Proposed Teaching**

Name:

Address:

Phone:

***Description of Teaching Assignment: Requests to teach will only be approved when the proposed arrangement would be of demonstrable benefit to both the faculty member and Connecticut State University.***

Course: Level:

Written description of the teaching assignment: *(Please see attached additional comments)*

**Faculty Member’s Signature**: Date:

**Dept. Chair’s Signature:** Date:

Comments, if any, by Dept. Chair:

**Dean’s Signature**: Date:

Comments, if any, by Dean:

**Provost’s Signature:** Date:

Comments, if any, by Provost:

**President’s Signature:** Date:

Presidential Action: Approved Not Approved

**External Teaching Employment**

Procedure to be followed when requesting to teach at another institution of higher learning:

1. The applicant should submit the completed application to their respective Chairperson for his/her signature and information.

2. The Chairperson should forward the application to their respective Dean for his/her signature and information.

3. The Dean should then forward the application to the Provost and Vice President of Academic Affairs for his/her decision on this request.

4. The Provost and Vice President for Academic Affairs will forward the candidate’s application to the President for his/her decision on this request.

Applicants are requested to submit their application as soon as possible so as to provide sufficient time for consideration by the President.