

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.: _____

Department: _____

Semester: (Circle One)

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.