

Outside Teaching Employment (Fall or Spring Semester) Request for Approval

CBA Article 10.13 Outside Teaching Employment: Full-time members shall not accept outside teaching employment during the fall and spring semester with any other higher education institution without the express written approval of the president.		
Faculty Member:		
Department:	Email:	
Semester of proposed teaching:		
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 the Connecticut State University.		
Course Title and Level:		
<i>Value of the assignment for faculty member and WCS (please describe below).</i>		
Do you currently carry and overload or underload?	# of credits	
Do you have reassigned time non-teaching activities? If yes, please describe the purpose of that reassigned time.	# of credits	
Faculty Member's Signature and date:		
Comments, if any, by Department Chair:		
Department Chair's Signature and date:		
Comments, if any by Dean:		
Dean's Signature and date:		
Provost/Vice President's Signature and date:		
Presidential Action (Approved or Disapproved):		
President's Signature and date:		

Copy distribution: Original to HR, Copies to Provost/VPAA, Dean, Chair, and Faculty Member