

MONTCLAIR STATE UNIVERSITY

Approval/Payment Form for Teaching Assignment(s) for Managerial, Professional and Administrative Staff

Managers and members of the professional and administrative staff may be called upon to teach in areas in which they are academically qualified. The divisional vice president must approve all such instructional activity, in advance.

Managerial Staff: For deans and vice presidents, this teaching responsibility may be scheduled at any time during the day or evening and will not be compensated. For all other managers, any teaching responsibility must be scheduled outside the normal hours of work unless an exception has been approved by the vice president. Such instructional activity will be compensated at the same rate as is available to faculty and professional staff who take on teaching responsibilities above their normal load.

Professional Staff: Certain members of the professional staff may be required as part of their normal duties to teach a class(es) in any given term. In these circumstances, the class(es) may be scheduled at any time during the day or evening subject to the approval of the vice president. In these cases, there will be no additional compensation. Professional AND Administrative staff that are qualified to teach and who do not as part of their normal assignments may, with the approval of the vice president, be permitted to do so. Such teaching may not interfere with the primary responsibilities of the individual. Compensation for such teaching will be at the appropriate overload rate.

Submit to Office of Employee Relations – CO – 316 by August 10 for the Fall semester, November 20 for Winter Session, December 10 for the Spring semester and April 1 for Summer Sessions.

Rationale, if exception to the above policy is being requested. If teaching during regular work hours, indicate the manner that time will be made up (be specific as to days/time): _____

APPOINTING DEPARTMENT _____ FALL ___ SPRING ___ Summer ___ 20 ___

EMP. NAME _____ CWID # _____ MANAGER ___ PROF. STAFF ___ ADM. STAFF ___

COURSE # _____ TITLE: _____ # TCH(S) _____
COURSE MEETING: LOC: _____ DAY(S): _____ TIMES: _____

COURSE # _____ TITLE: _____ # TCH(S) _____
COURSE MEETING LOC: _____ DAY(S): _____ TIMES: _____

FRS Account No. _____ Period Covered: From: _____ To: _____
Amount: \$ _____ OR Rate: \$ _____ per _____

Special Notations, if any: _____

REQUESTED BY (DEPT CHAIR/SUBJ AREA DIR): _____ DATE: _____

APPROVED BY Dean: _____ DATE: _____

APPROVED BY Appointee's Supervisor: _____ DATE: _____

APPROVED BY Appointee's Divisional VP: _____ DATE: _____

Approved for processing: Office of Provost/AVPAA: _____

JOB K FLAG = Y BRACKET H 010A - Begin Date _____ End Date _____ RATE: _____
Position #: _____ Time Keeping: _____ Division/Department/Unit: _____