

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 15 for the Fall semester, December 15 for the Spring semester and April 15 for Summer Sessions.

Rationale, if exception to the above policy is being requested: \_\_\_\_\_

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: \_\_\_\_\_