



Course Assignment Approval Form

(For non-academic personnel offered teaching assignments, and full-time faculty and full-time college lecturers offered overload courses outside of their home school)

This form must be signed and returned in a timely manner for all non-academic personnel who are offered course assignments as additional duties, and for full-time faculty and full-time lecturers who are offered overload outside of their home school (this form is not necessary for overload assigned to the faculty member or lecturer by the Home Dean). Failure to provide a signed form to the Assigning Dean will result in the reassignment of the course(s).

Non-academic personnel, full-time faculty, and full-time lecturers must obtain the required signatures and return the form to the Assigning Dean.

Required Information

Employee/Course Assignment Information (completed and signed by Assigning Dean and signed by Employee/Faculty/Lecturer)	Required Approval (Completed by Supervisor/Home Dean & Area VP)
Course Title _____	Date ____/____/_____ _____
Course No./Section _____	<i>Non-Academic Supervisor/Home Dean Name</i> _____
Semester/Credits _____	<i>Non-Academic Supervisor/Home Dean Signature</i> _____
Type of Course F2F ____ DL ____ OSOL ____ _____	<i>Vice President of Academic Affairs Signature</i> _____
Day & Time (if face-to-face) _____	<i>Vice President (of Non-Academic Employee) Signature</i> _____
<i>Non-Academic/Faculty/Lecturer Name</i> _____	
<i>Non-Academic/Faculty/Lecturer Signature</i> _____	
<i>Assigning Dean Name</i> _____	
<i>Assigning Dean Signature</i> _____	