

Permission Form for Administrative Staff to Teach

Please help us meet contracting policy by providing the following information and affix this form to the 'Request for Adjunct Faculty Contract'.

BGSU policy requires that 1) any full-time administrative member who agrees to teach must first secure approval of her/his immediate supervisor and 2) any administrative staff member who agrees to teach must arrange for her/his teaching assignment to be scheduled during evening/weekend hours, vacation leave, or for her/his regular work schedule to be rearranged to accommodate the teaching assignment. A signed 'Permission Form for Administrative Staff to Teach' is necessary to provide proof of the supervisor's approval and verify that the administrative staff member's teaching assignment does not interfere with her/his ability to carry out her/his regularly assigned duties.

The following administrative staff member has my permission to teach:

Name: _____

Dept/School/College/Office Name: _____

Term: _____

Subject/Catalog No./Class Section/Class No.: _____

Example: ARTS 2710 1001 72237

Printed Name of Supervisor

Signature of Supervisor

Date