REQUEST TO TEACH FORM

DATE: __________________________  SEMESTER: __________________________

NAME: _______________________________________________________________

COURSE #: ___________________________________________________________

TITLE OF COURSE: _____________________________________________________

DAY(S) & TIME: _______________________________________________________

*Only under special circumstances can two (2) courses be taught during a semester. If you are requesting to teach two (2) courses, please provide the following course information and explanation of special circumstances.*

COURSE #: ___________________________________________________________

TITLE OF COURSE: _____________________________________________________

DAY(S) & TIME: _______________________________________________________

*Detail the special circumstances and include the signature of the Dean of the School in which you wish to teach.*

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

________________________________________  ______________________________
Employee Signature  Dean Signature
(For more than 1 course)

******************************************************************************

Supervisory authorization. Please read the Teaching Policy on the reverse side of this form before signing.

________________________________________  ______________________________
Supervisor Signature  Line Executive Signature

Please forward to the Office of the Vice President for Academic Affairs/Dean of Faculty, HC1016
TEACHING POLICY: ADMINISTRATIVE STAFF

A full-time administrative position requires an equivalent professional commitment. This commitment is generally carried out within the parameters of the normal workday and work week. Thus, it is preferable for administrators who teach to do so in the evening or on the weekend. The following guidelines have been established and must be adhered to by all administrators who wish to teach at Marist College.

1. Administrators who wish to teach a course for Marist must submit a written request to their supervisor and senior executive. The request must include the title of the course and the days and times the course meets. The request must be signed by the supervisor and senior executive and forwarded to the Vice President for Academic Affairs before a contract can be initiated. A supervisor has the discretion to approve or deny a request based on departmental needs and/or personnel concerns.

2. An administrator may not teach more than three (3) credits between the hours of 8 am and 5 pm.

3. It is advised that administrators teach no more than three (3) credits during any semester. Only in special circumstances, and in accordance with numbers 1 and 2 above, can an administrator teach more than three (3) credits during any semester.

4. Administrators who teach as a requirement of their administrative employment contract or job description are not subject to the above policy.