

Academic Professional & Staff Teaching Request

This form must be submitted **prior** to being scheduled to teach.

SECTION 01 Employee Information

Last Name, First Name, M.I.	Employee #	Job Classification	Status (FT/PT)	Date
Dept. initiating payment		Employee's department		
Dept. #	Department Name	Dept. #	Department Name	

Request Details

TEACHING/COACHING ASSIGNMENT Coaching assignments and teaching assignments are paid consistent with the part-time faculty (FA/AA pay standards).

To be completed by hiring Department:

(1) Detailed description of the work being performed. Note: Must indicate course number, course name, session, time and date of course, and number of credits.

(2) How and why was this AP/Staff member was selected to perform these duties (e.g. special skill set, education, or experience).

To be completed by Staff/AP being hired:

(1) How will your regular university responsibilities be fulfilled when you are engaged in these additional teaching activities?.

(2) How will teaching contribute to your professional development and/or to the college or Arizona State University?

Certification

INSTRUCTIONS All signatures must be obtained before form is submitted for processing. An electronic signature is acceptable in lieu of a handwritten signature.

Note: Submission of this form does not guarantee approval. Approval or denial of payment request will be sent via e-mail to the designated party from the business office.

Business Office Use Only:

Employees Supervisor

Funding Source

Supervisors Signature

Division Director/Designee

Division Director Signature

Dean

Deans Signature

reated: 12/10/20

Dean Approved: