



Administrator / Staff Teaching Assignment Request

Use this form to request permission to teach if you are an administrator or an exempt (professional/managerial) employee. Do not use this form if your primary position is faculty. If approved, assignment to an adjunct faculty position is required.

Administrator / Staff Member Name	ID Num (Not SSN)	Title
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Home campus

Brandon
 Dale Mabry
 District
 MacDill
 Plant City
 South Shore
 Ybor City

I request approval of the following teaching assignment(s):

Term	Course Number and/or Description	# of Hrs (Credit)	Contact Hrs (Non-Cred)	Loc

Remarks:	Signature	Date
	Cabinet Member	
	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
	Signature	Date

Vice President, Academic Affairs	College President
<i>Credentials verification.</i> <input type="checkbox"/> Approved <input type="checkbox"/> Denied	<i>Required for requests by administrators.</i> <input type="checkbox"/> Approved <input type="checkbox"/> Denied

Signature	Date	Signature	Date
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