

Glenville State College

Classified and Non-Classified Employees

Request to Teach During the Regular Work Day

Classified and non-classified employees must have the approval of their supervisor and the appropriate vice president to teach a class during the regular workweek (Monday – Friday, 8:00 a.m. to 4:00 p.m.).

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Course Number and Title: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Class Days and Times Per Week: \_\_\_\_\_

Please indicate how the time away from your regular job will be made up: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature Date

Supervisor's Review: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

Explanation for Disapproval: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature Date

\_\_\_\_\_  
Vice President's Signature Date

A copy of the completed request form is to be filed with the Office of Human Resources.