

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:** _____

Semester/Year: _____ **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.