Glenville State University

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 Credit and Title: _____ **Credit Hours:** _____

Semester/Year: _____ **Class Days and Times Per Week:** _____

Please indicate how the time away from work 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.