

Teaching Request Form

- Division of Student Affairs staff should not commit to teaching any academic course until they have received their supervisor's and their AVP/VP's approval to teach on this form.
- The employee must be in good standing in both the division and university in order to be approved to teach.
- The employee may be approved to teach a maximum of one three credit course, one two credit course, or two one credit courses each semester including summer terms.
- The employee is not expected to make up their work time if the course being taught is a First Year Florida course, the class is part of the employee's job description, or the employee is not receiving compensation for teaching a UF course.
- If receiving additional compensation for teaching, the employee must complete and receive approval by completion of [Form HR-600](#). If teaching outside of UF, the [Disclosure of Outside Activities Form](#) must be completed and approved.
- The completed and approved Teaching Request Form should be provided to Kim Pace (kpace@ufl.edu) and a copy kept in the employee's personnel file. If the course is part of the employee's job description, the form should still be completed and submitted, but it need not receive approvals.
- See the Division of Student Affairs Teaching Policy (DSA Policy 2.001) for more information.

Course Request #1: Course Name: _____ **Section:** _____ **Course Number:** _____

<input type="checkbox"/> Approved
<input type="checkbox"/> Not Approved

Semester and Year: _____ Credit Hours: _____ Approx. Number Enrolled Students _____

Course College: _____ Day / Time: _____

Are you being paid to teach this course? (Yes/No): _____

Course Request #2: Course Name: _____ **Section:** _____ **Course Number:** _____

<input type="checkbox"/> Approved
<input type="checkbox"/> Not Approved

Semester and Year: _____ Credit Hours: _____ Approx. Number Enrolled Students _____

Course College: _____ Day / Time: _____

Are you being paid to teach this course? (Yes/No): _____

Is the employee scheduled to teach during the normal workday (Monday – Friday, 8:00 – 5:00 p.m.)? _____

The employee does not need to make up work time if (check which apply):

1) the employee is teaching First Year Florida,

2) teaching this class is part of the employee's job description or

3) the employee is not receiving compensation for their teaching a UF course.

If the exemptions above do not apply, how does the employee plan to make up their work time?

Employee Name: _____ UFID: _____ Date of Request: _____

Signature: _____ Date: _____

Approvals: Approvals are not needed if the employee is teaching the course as part of their job description. **Please submit the above course information to the VP's Office.** Supervisor and AVP/VP should not approve this form unless the employee is in good standing in both the division and the university.

Supervisor Name: _____

Supervisor Signature: _____ Date: _____

AVP or VP Name: _____

AVP or VP Signature: _____ Date: _____

cc: Vice President for Student Affairs (c/o Kim Pace: kpace@ufsa.ufl.edu)
Personnel File