

REQUEST TO TEACH FOR NON-FACULTY EMPLOYEES

Check the Appropriate Salary Schedule for Current Position:

		E*:
Employee:	Employee ID Number:	
Term of Request to Teach		
Course(s) Requested to Teach	Day s and Times of Course	
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The Alabama Community College System requires that to outside of regular work hours. Please indicate in the space		accounted for
Employee Signature	Date	
*E Salary employees must complete a separate times document time above normal work week hours and		The timesheet must
Reviewed & Approved by: Immediate Supervisor	Date	
Reviewed & Approved by: College –Wide Dean	Date	
If the form is not approved for request to teach, sta	te the reason(s) for the disapproval:	
		
Request should be distributed to the following:Office of PersonnelDean of InstructionSupervisorEmployee		