Tennessee TECH

REQUEST TO TEACH
ADMINISTRATIVE EMPLOYEES

Employee _____ Employee T Number _____

Term of Request to Teach _____

Course(s) Requested to Teach _____ Days and Times of Course _____

Course(s) Requested to Teach _____ Days and Times of Course _____

Course(s) Requested to Teach _____ Days and Times of Course _____

If the requested course is during working hours, Tennessee Tech requires documentation of how hours spent teaching will be accounted for outside of regular work hours. Please indicate in the space provided in the signature box below.

_____

_____

_____

_____

_____ _____

Employee Signature Date

_____ _____

Reviewed & Approved by Immediate Supervisor Date

If the form is not approved for request to teach, state the reason(s) for the disapproval:

_____

_____

Please forward approved form to Human Resources