

PALOMAR COLLEGE  
REQUEST FOR APPROVAL FOR ADMINISTRATOR TO TEACH

Administrators may request to teach one class per semester. The requested class must have regularly scheduled meeting times before 8 a.m. and after 5 p.m. and cannot be hours to be arranged (TBA).

Administrator's Name \_\_\_\_\_

Semester \_\_\_\_\_ Year \_\_\_\_\_

Class to be taught: \_\_\_\_\_  
Course catalog number and title. Example: MATH 100 Exploring Mathematics

Class Number \_\_\_\_\_

Load Value (FTE%) of class \_\_\_\_\_  
(e.g. 20%)

Total compensated hours \_\_\_\_\_

Class meeting day(s) \_\_\_\_\_  
Examples: Monday, or MWF

Class start time \_\_\_\_\_ Class end time \_\_\_\_\_

Class start date \_\_\_\_\_ Class end date \_\_\_\_\_

---

**Review and Recommendations**

Approval Recommended   
Comments or recommendation: \_\_\_\_\_  
Department Chair/Program Director Name: \_\_\_\_\_  
Department Chair/Program Director Signature: \_\_\_\_\_

---

Approval Recommended   
Comments or recommendation: \_\_\_\_\_  
Dean Name: \_\_\_\_\_  
Dean Signature: \_\_\_\_\_

---

Approval Recommended   
Not Recommended  Date \_\_\_\_\_  
Comments or recommendation: \_\_\_\_\_  
Vice President \_\_\_\_\_  
*Recommendation and Signature required by the appropriate Vice President.*

---

Approved   
Not Approved  Date \_\_\_\_\_  
Vice President for Instruction \_\_\_\_\_  
Comments or recommendation: \_\_\_\_\_

***Approval is required for all administrators assigned to teach.***

## REQUEST FOR APPROVAL FOR ADMINISTRATOR TO TEACH

### INSTRUCTIONS

At the time an administrator is considering accepting a teaching assignment, this Request for Approval for Administrators to Teach form must be completed and submitted by the administrator.

If the administrator's full time assignment falls within any division outside of the Instructional Division, the form must be signed by the appropriate Vice President as well as the Vice President for Instruction.

Once all necessary signatures and approvals have been obtained, the Office of Instructional Services will distribute copies to the administrator, the Chair/Director, the Dean, and Human Resource Services. The signed original of the form will reside in the Office of Instructional Services.

1/25/08

Office of Instructional Services