# **Department Letterhead**

AS\_SummerSession Approval \_\_\_\_\_\_\_\_\_

# Date

# Name

# Address

Dear Divisional Dean Name:

I am requesting an additional job (.17 FTE, 33%) for Instructor’s Name, who is a Faculty/Staff Title in the Department of \_\_\_\_\_. He/She will be teaching Name of Course, Course/Section for the Summer Session Term \_\_\_\_\_. This offer is contingent upon adequate enrollment of this course.

We will pay him/her $\_\_\_ to teach this course.

Name Date

Unit

Department Chair/Director

Concurred: (if additional job is for department other than home department:

What is the current FTE/Percentage of this employee? FTE\_\_\_\_\_\_\_ Percentage\_\_\_\_\_\_\_\_

If primary appointment is instructor, does the contract permit additional jobs? Yes\_\_\_\_\_ No\_\_\_\_

If no, have you spoken to Divisional Dean about this appointment? Yes\_\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_\_

Concurred: (If additional job is teaching a course outside the instructor’s home department or requesting department; i.e., a RAP instructor teaching a course with an ENGL prefix.)

Name Date

Unit

Department Chair/Director

**THIS SECTION FOR RESEARCH FACULTY ONLY:**

*(Pre-approval of the draft letter by the Institute and Graduate School is not required)*

Concurred:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name Date

Name of Institute

Chair/Director

Terri Fiez, Ph.D. Date

Vice Chancellor for Research & Innovation

I certify that this additional teaching appointment does not exceed the limit on overload teaching, which allows no more than one additional course per semester (no more than one additional course per academic year for those in the AAC) over and above the equivalent of a full-time appointment. This overload limit includes all courses taught at the University of Colorado, including Continuing Education and other CU campuses.

Faculty Name Date

**Concurred:**

Patrick Tally Date

College of Arts & Sciences

Dean of Summer Session

THIS SECTION FOR PEOPLE IN PROF EXEMPT POSITIONS **ONLY** WHEN THE JOB IS TEACHING RELATED. IF NOT TEACHING RELATED, NO SIGNATURE IS NEEDED.

The estimated time that will be consumed by the teaching activities that take away from the employee’s University Staff position (including preparation, copying, teaching, grading, etc.) is \_\_\_\_\_\_\_\_\_\_\_\_\_. The time away from the employee’s University Staff duties will be handled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*(Pre-approval of the draft letter by Faculty Affairs is not required.)*

Concurred:

Michele S. Moses Date

Vice Provost & Associate Vice Chancellor

Faculty Affairs

|  |
| --- |
| **For Department/Program Use Only:** New CU hire? Yes No If no, PS ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Funding Dist SpeedType \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (If ST blank, dept salary ST will be charged)Funding Source L&R? No Yes (If yes, list L&R request #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)If not L&R, explain source of funding\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |