

Per UT Policy #3364-72-14: Teaching by non-faculty employees, full-time staff employees not holding faculty rank are restricted to teaching no more than one course per semester or no more than ten (10) credit hours per year. This form should be completed regardless if teaching inside or outside work hours for any course taught for extra compensation.

A UT employee must receive written permission from his/her supervisor, the vice president responsible for the area (excluding the Division of Academic Affairs which would require a second provost signature), the college dean and the department chair in which the course is taught by completing this approval form for each course.

Submit the completed and signed form, along with the Extra Compensation Form (BP A) to: 011 Tw 17.500 (gne)-F(o.2.040.0.011.1