

OZARKS TECHNICAL COMMUNITY COLLEGE
Permission to Teach Adjunct Class(es)

This form must be signed and turned in to the Human Resources office before classes begin for the selected semester. A new form must be submitted for each semester that you plan to teach. For example, if you plan to teach a summer class and a fall class, you must submit two separate forms.

I, , request permission to teach adjunct class(es) during the following semester:

Fall Spring Summer Year

I plan to teach the following courses:

Course Name, Section and Time

Course Name, Section and Time

Additional Courses

I request permission to teach more than two classes during the selected semester.

Course Name, Section and Time

Course Name, Section and Time

Signature of Employee

Date

Signature of Supervisor

Date

Signature of Vice Chancellor

Date

Signature of Vice Chancellor for Academic Affairs

Date