**Supervisor Approval for Staff Teaching Adjunct**

The following staff member *(please print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*at Northeastern Oklahoma A&M College has been approved to teach adjunct as indicated below. The teaching of these courses should not interfere or detract from the full-time duties of the employee. The maximum adjunct teaching load for a staff member is seven hours. This agreement must be approved by the staff member’s supervisor.

|  |  |
| --- | --- |
| Class to be taught (max 7 hours) | Day and Time of Class |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Employee’s Signature Date Supervisor’s Signature Date

***Once signatures are complete, this form must be turned into the academic affairs office, before or with the pay report.***