

ACL Teaching Approval Form

Semester: _____

Name of Employee: _____ Title: _____	Employee's Unit: _____ Employee's Supervisor: _____
Course Subject, Title, and CRN: _____	Day(s): _____ Time: _____
Verification of Hiring Credentials (Master degree is in the discipline): Yes: ____ No: ____ (If no, equivalency statement must be attached)	_____ Academic Leadership Signature Date
Supervisory Recommendation/Approval: Yes: ____ No: ____ (If no, please give reason: _____)	_____ Supervisor's Signature Date
Has the employee completed a Modified Work Schedule?	Yes ____ No ____ N/A ____
Recommended by Dean of Faculty: Yes: ____ No: ____	_____ Signature of Dean of Faculty Date *Dean certifies that all conditions have been met as outlined in the ACL Policy. (see reverse side for policy)
Approved by CEO Yes: ____ No: ____	_____ Signature of CEO Date

August 2023

(For reference, see ACL policy on reverse side – please fill out and submit online with signatures)

**Policy for Administrators, Counselors and Librarians (ACL's)
Obtaining Additional Contracts for Teaching**

The Chief Executive Officer (CEO) may approve additional contracts for ACLs to teach a credit course, provided supervisors have been consulted.

Procedure:

1. The Supervisor must submit the ACL Teaching Approval form to the Dean of Faculty no later than **July 1** for the fall semester and **November 15** for the spring semester.
2. The Dean of Faculty will assess credentials as well as the value of the contribution to the College, and determine whether it is in the best interest of the campus and the students.
3. The Dean of Faculty shall make a recommendation to the CEO no later than **August 1** for the fall semester and no later than **December 1** for the spring semester.

Conditions:

- For those ACLs who have taught previously, the Dean of Faculty has the responsibility of reviewing the teaching assignment and their performance as an instructor to determine whether or not continued teaching assignments are in the best interest of the campus and students.
- The Dean of Faculty has the responsibility to review recommendations of teaching assignments and to submit recommendations to the CEO which shall include evidence that each supervisor has been consulted and that credential and benefit evaluations have taken place.
- ACLs may teach outside of normal working hours without the need to obtain approval by the CEO of a modified work schedule.
- ACLs may be considered for a teaching assignment scheduled to begin at 8:00 a.m. or earlier; however, if the assignment extends into the workday, the CEO must approve a request for a modified work schedule. This request should accompany the proposal to the Dean of Faculty and be made part of the request to the CEO. (Modified Work Schedule form can be found on the Faculty & Staff Resources page of the campus's website)
- The CEO will review and authorize additional contracts on a semester per semester basis.
- The Dean of Faculty shall give due consideration to each request and shall make a timely recommendation to the CEO.
- ACLs with teaching assignments must adhere to the academic calendar and meet all contractual expectations for faculty.
- This policy reflects practice not in conflict with contractual language. As such, it takes effect immediately.

*HR-September 16,
2014 Rev 8/1/2023*