

**TWELVE-MONTH ADMINISTRATIVE & PROFESSIONAL FACULTY TEACHING CREDIT COURSES**

Reference: VCCS Policy 3.8.5 (<http://www.boarddocs.com/va/vccs/Board.nsf/goto?open&id=A2ZNM52C040>)

**SECTION 1: APPROVAL TO TEACH**

The Division completes Part A of this section to initiate the request for the faculty member to teach. The faculty member and the supervisor also complete Part A of this section indicating their acceptance of and approval for the individual to teach. Upon completion of Part A in Section 1, email the form to [credentialing@nvcc.edu](mailto:credentialing@nvcc.edu) for review and approval in Part B. Once approved, HR will return the form to the requesting Division.

**Part A: Employee Information, Requesting Division & Course Information**

To be completed by Division requesting A/P faculty to teach credit coursework for overload pay. To be completed by employee and employee’s supervisor indicating acceptance of and approval for the teaching assignment.

Name \_\_\_\_\_ EMPLID \_\_\_\_\_  
 Employee Division \_\_\_\_\_ Employee Campus \_\_\_\_\_  
 Requesting Division Name \_\_\_\_\_ Campus \_\_\_\_\_

Course Prefix & Number	Course Title	Section	Day (s) & Time (s)	Dates	# of Credits/ Contact Hours

**Employee Signature & Date** \_\_\_\_\_  
*Signature indicates acceptance of teaching assignment as indicated in Part A.*

**Employee Supervisor Name, Signature & Date** \_\_\_\_\_  
*Signature indicates approval for faculty member to teach as requested.*

**Division Dean/Director Name** \_\_\_\_\_ **Signature & Date** \_\_\_\_\_  
*Signature indicates approval for faculty member to teach.*

**Provost/Vice President Name** \_\_\_\_\_ **Signature & Date** \_\_\_\_\_  
*Signature indicates approval for faculty member to teach.*

**Part B: Approvals to Teach**

*HR Review*

**Eligible to Teach**      Yes      No      **Initials** \_\_\_\_\_      **Date** \_\_\_\_\_

**HR Notes on Eligibility to Teach**

---

---

---

**President Approval or Designee** \_\_\_\_\_      **Date** \_\_\_\_\_

**SECTION 2: REQUEST FOR PAYMENT**

The Division completes Part A of Section 2 to confirm that the individual has taught the course as requested. Email the completed form to [credentialing@nvcc.edu](mailto:credentialing@nvcc.edu) by the following deadlines: Summer Semester (August 21<sup>st</sup>), Fall Semester (December 18<sup>th</sup>), and Spring Semester (April 25<sup>th</sup>).

Upon receipt of teaching confirmation, anticipated pay dates are as follows: Summer Semester (September 30<sup>th</sup>), Fall Semester (February 1<sup>st</sup>), and Spring Semester (May 31<sup>st</sup>).

**Part A: Division Confirmation**

**Budget Code** \_\_\_\_\_      **Date** \_\_\_\_\_

**Division Dean Signature** \_\_\_\_\_

*Signature verifies that the faculty member taught the course as requested.*

**Part B: HR Confirmation & Authorization**

**Information Verified**      Yes      No      **Initials** \_\_\_\_\_      **Amount to Pay** \_\_\_\_\_

**SECTION 3: POLICIES AND PROCEDURES**

- Requests for administrative and professional faculty to teach must be approved in advance of teaching the course.
- This form should accompany changes in employment status or position as they have an impact on payment.
- Inaccurate or incomplete information will result in the form being returned.
- Per VCCS Policy 3.8.5, administrative and professional faculty may not teach more than 9 credit hours in a fiscal year. The measurement period for the 9 hours is from May 16<sup>th</sup> through May 15<sup>th</sup>.
- Generally, administrative and professional faculty who have been approved to teach are not permitted to teach during their normal working hours.