

DARTMOUTH

The Faculty of Arts and Sciences

Staff Authorization Request for A&S Teaching*

To be completed by employee

Name:_____ Date submitted:_____

Home Department/Program:_____ Home Division:_____

Position Title:_____ Building Location:_____

Current Status: Full-Time Part-Time Hourly Salary

Current Worksite Arrangement: On-site Hybrid Remote

Current office hours:_____ Current supervisor's name:_____

Proposed Teaching Assignment

Department:_____ Division:_____

Course Title:_____ Course Number:_____

Term(s):_____ Proposed start date:_____ Proposed end date:_____

Course days/time:_____

***Note: this is not applicable to those whose primary appointments are as lecturers, post-docs, research scientists, and other non-staff roles**

Departments/Programs may requests that staff be considered for teaching assignments under the following conditions:

1. The staff possess specialized knowledge and experience to be effective in the classroom.
2. Departments or programs do not have faculty already under contract who are able and available to teach the course.
3. For full-time (1.0 FTE) staff - If extra funds for teaching, rather than reduced staff FTE, are to be requested by the Department/Program chairs and direct supervisors must sign off on a plan and attest to the ability of the staff member to complete 100% of their staff duties while teaching. No hourly staff who would require overtime pay are permitted to teach. Staff with less than 1.0 FTE may use teaching to increase FTE for the teaching term only.
4. A staff member may teach no more than 2 courses per academic year - with a maximum of one course in any one term.
5. Teaching is the purview of the faculty and, in general, staff teaching should be an infrequent occurrence. Staff should not be regularly scheduled to teach each year or as a substitute for faculty. Lab courses may be regular exceptions to this provision.
6. Requests require the approval of the Divisional Dean and chief administrative officer of home division or school (ex. A&S, Provost, Thayer, DoSA).

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What type of alternative work adjustment is being requested for this additional work

Arrangement would only be active during the term (s) teaching. The maximum teaching considered is one course per term.

Increase FTE and Pay for Additional Faculty Assignment: Allows an employee working less than 40 hours per week, and less than 1 FTE to increase FTE with an additional faculty assignment. Payment for the course (s) would be disbursed directly to the employee during the term (s) in which services are being provided.

FTE Adjustment: Allows an employee to reduce their scheduled working hours, during the teaching term (s) (reducing the staff pay) for the redistribution of FTE and disbursement of pay as faculty through the term (s) in which services are being provided.

Schedule Adjustment or After Hours: Course and teaching obligations are being performed outside of normal business hours or their work schedule is adjusted to account for classroom obligations. No adjustment is needed for existing staff assignment, payment would be disbursed as an additional payment with no benefits through the term (s) in which services are being provided.

Current and Proposed Work Schedule

(Please indicate location if not a Dartmouth workplace.)

Current Work Schedule

Hours per week: _____ or FTE %: _____

Proposed Work Schedule

Hours per week: _____ or FTE %: _____

	Start Time - End Time	Total Hours	Location		Start Time - End Time	Total Hours	Location
Sunday				Sunday			
Monday				Monday			
Tuesday				Tuesday			
Wednesday				Wednesday			
Thursday				Thursday			
Friday				Friday			
Saturday				Saturday			

Schedule Supporting Comments

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Employee's Supporting Information

On a separate attachment, please answer the following questions and attach them to this agreement. Be as specific as possible. Please review the [Flexible Work Policy](#) and [Flexible Work](#) website for additional information and guidance.

1. Describe how you will accomplish your work under the requested arrangement.
2. Describe the impact your requested alternative work arrangement will have on the following groups: co-workers, supervisors, supervisees, clients, students, your department or office, and Dartmouth College.
3. Describe the solutions you propose to overcome any challenges presented by this arrangement.
4. Describe how regular communication will be addressed and handled.
5. Describe how and when your work and performance will be assessed. (The arrangement should support all goals and objectives you have set for the year.)
6. What positive outcomes do you anticipate as a result of this arrangement? When answering, focus on workplace specific outcomes (such as your ability to perform your work).

Employee Acknowledgement

- I understand that my failure to adhere to the expectations set by my supervisor may have an adverse effect on my employment and may result in disciplinary action, including, but not limited to the immediate withdrawal of the opportunity to continue this arrangement.
- Alternative work arrangements are subject to ongoing review and may be subject to modifications or termination at any time based upon performance concerns or business needs. The first review will be performed within 90 days of effective date of this agreement, and either Dartmouth or the employee can request a modification to or review of Employee's work schedule at any time.
- This agreement does not guarantee Employee employment with Dartmouth for a fixed or indefinite term.
- Generally, the supervisor or the employee should give at least 30 days prior notice of ending or adjusting an arrangement, business needs permitting. In some instances, a resumption of the original schedule may no longer be possible, and alternatives should be identified.

Employee signature

Date

Supervisor signature

Date

Department Chair

Date

Administrative Officer of home division

Date

1. **Employee completes & signs form, forwarding to their supervisor.**
2. **Supervisor signs form forwarding back to employee.**
3. **Employee forwards to A&S Department Chair.**
4. **A&S Department Chair signs form, forwarding to the A&S Department Administrator.**
5. **A&S Department Administrator reviews and attaches to the Appointment Request form, forwarding to the A&S Divisional Coordinator.**
6. **A&S Divisional Coordinator forwards to Administrative Officer of home division.**
7. **A&S Divisional Coordinator generates Appointment Letter.**