**REQUEST TO TEACH OUTSIDE UNIVERSITY OF BALTIMORE**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Rank:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School/College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please complete this form for each course you are requesting to teach at another college or university.

Note that the University System of Maryland Policy on Professional Commitment of Faculty (<http://www.usmd.edu/regents/bylaws/SectionII/II310.html>) limits full-time faculty to no more than two outside courses per contract year. Additional courses may be taught during the summer when faculty are off contract, but approval must still be requested and approved in advance.

**Course title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Credit hours: \_\_\_\_\_ Term in which course will be taught:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name and address and contact person at institution where course will be taught:**

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*I have reviewed the USM and the UB policies on the Professional Commitment of Faculty and declare that if approved this request will not interfere with my commitments as a UB faculty member. USM policy link above and UB link:* [*https://www.ubalt.edu/policies/academic/vi-8.1.pdf*](https://www.ubalt.edu/policies/academic/vi-8.1.pdf)

**SIGNATURES**

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Requesting Faculty Member

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Recommendation Dept. Chair/ Executive Director Print Name Date

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Recommendation Dean Print Name Date

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Approval Executive Vice President and Provost Print Name Date

A copy of the signed request will be returned to the dean and the requesting faculty member.