



University of North Alabama

INSTRUCTIONAL STAFF REPORT FORM

University policy allows for supplemental assignments for exempt and non-exempt employees within the University provided that such assignment does not interfere with the employee's primary job. The purpose of this form is to ensure that compensation is not provided more than once for the same effort or for the same time period. All employees must obtain approval before undertaking activities within UNA that provide supplemental compensation. Employees will not be paid for supplemental assignments unless an approved Instructional Staff Report Form is received in the Office of Human Resources.

EMPLOYEE NAME:

EMPLOYEE REGULAR DEPARTMENT:

ASSIGNMENT TYPE:

Instructor of Record
Clinical Assistant
Clinical Supervisor
Lab Instructor
Continuing Education

ACADEMIC YEAR:

SEMESTER:

DEPARTMENT/COURSE TITLE	COURSE NUMBER & SECTION NUMBER	CLASS DAYS/TIMES (SELECT ALL THAT APPLY)	METHOD OF COORDINATION WITH REGULAR WORK HOURS (SELECT ALL THAT APPLY)
Department: Course Title:	Course Number: Section Number:	M T W R F Start Time: End Time: Online:	Lunch Hour Annual Leave After Hours Online Combination
Department: Course Title:	Course Number: Section Number:	M T W R F Start Time: End Time: Online:	Lunch Hour Annual Leave After Hours Online Combination

SIGNATURES:

- _____
Employee Signature
Date
- _____
Department Chair (Academic Department where course(s) is/are being taught.)
Date
- _____
Immediate Supervisor
Date
- _____
Dean (College where course(s) is/are being taught.)
Date
- _____
Respective Staff Vice President (if not immediate supervisor)
Date