



## Faculty Non-Instructional Approval Form

The Office of Instruction approves compensation, per the Collective Bargaining Agreement, for the following non-instructional activities. Any work that is not pre-approved at least one (1) week beforehand may not be compensated. Travel time to and from events/activities is not reimbursable. Faculty should complete Faculty Name, Description, Deliverable(s), Date(s), and Maximum Time Allotted. Office of Instruction staff should indicate approval for each activity (date approved and initials) and indicate the funding source.

Faculty Name (First and Last)

Description	Deliverable(s)	Date(s)	Maximum Time Allotted (in Hours)	Office of Instruction Approval (Date, Initials)	Funding Source

**Approval Agreement - Electronic Signatures**

Faculty

Date

Vice President of Instruction

Date