## Staff Teaching Request & Authorization (STRA) Form (Authorization must be obtained each semester staff member is teaching) BU-PP 034A

| Date  |  |  |  |
|---|--|--|--|
| Name of staff memb <u>er</u>  |  |  |  |
| Baylor ID Number  |  |  |  |
| Home Department Name  |  |  |  |
| Requesting Academic   |  |  |  |
| Department School or College  |  |  |  |
| Type of Course  |  |  |  |
| Semester(s)   |  |  |  |
| Coursedays/timeNumber of hours for course and/or lab                                |  |  |  |
| Overload pay?YesNo If yes, proposed amount \$                                       |  |  |  |
|   |  |  |  |
| Justification for staff being the only available option & plan to ensure temporary: |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |

| Home Departmental:                     |               | Academic Departmental:       |      |
|--|---------------|------------------------------|------|
| Supervisor (as appropriate)            | Date          | Academic Department Chair    | Date |
| Business Officer (for non-exempt staff | Date<br>only) | Academic Business Officer    | Date |
|  |               | Provost&VPforAcademicAffairs | Date |

Electronic signatures are acceptable.