KENNESAW STATE UNIVERSITY
HUMAN RESOURCES

Business Process Document

Process Name	**Staff Teaching Request (STR)**
Department	**Human Resources**
Process Purpose	**To approve staff to teach who are qualified and meet College and USG policy.**
Effective Date	**November 1, 2024**
Revision Date	**N/A**

Introduction

This process establishes guidelines to assist teaching departments and staff in the college in understanding the process for submitting a Staff Teaching Request (STR) and Teacher of Record form (ToR).

Directions and Process of Use

Step 1. The teaching department should initiate the STR process by downloading the ToR and/or STR forms from the FA and HR websites respectively.

> *Note: The ToR form only needs approval once (per subject to be taught), per staff member, and is the "hiring form" for staff teachers. The STR form should be submitted and* ***approved*** *prior to each semester to be taught.*

Step 2. If a ToR form is not currently on file for the prospective staff teacher, the academic department should fill out the form, collect CV and transcripts from the prospective staff teacher, and submit the package to Faculty Affairs for approval. Once approved, Faculty Affairs will create a Service Now ticket to HR for signature. This form **can** be submitted to FA at the same time as the STR form. For questions on the ToR form, contact FA.

Step 3. The teaching department should fill out the following for the STR form in Adobe or another PDF reader that allows saving.: Section I, Section III, and Section IV.

If all policies are followed, there should be a prompt for signature and / or an explanation of schedule adjustments. If the staff schedule is adjusted to teach the course, please be specific in how the hours are being made up.

After sections I, III, and IV are filled out in Adobe, the form should be uploaded to DocuSign for signatures. The signing order should be set up as follows in the DocuSign Envelope:

1. Staff Member
2. Academic Department Head
3. Sponsored Programs (if needed)
4. Academic department's Faculty Affairs Coordinator.

Once Faculty Affairs signs the form, they will initiate a Service Now Ticket for processing and approval through Human Resources. FA will inform the staff instructor when all steps are completed and the STR is approved.

Note* Staff are only eligible to teach one course (and associated lab, where applicable) per semester and must be in good standing to be approved. Non-Exempt (biweekly) employee STRs invoke additional conditions (pay amounts and work hours) which require additional review and approval by HR. Please see the Staff Teaching Policy here for more information.