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

Date	<u> </u>	
Name of staff member		
Baylor ID Number		
Home Department Name		
Requesting Academic		
Department School or College		
Type of Course		
Semester(s) _		
Coursedays/time Number		
Overload pay?Yes No		
Justification for staff being the only available o	ption & plan to ensure temporary:	
Home Departmental:	Academic Departmental:	
Supervisor (as appropriate) Date	Academic Department Chair	Date
Date Business Officer (for non-exempt staff only)	Academic Business Officer	Date
	Provost&VPforAcademicAffairs	Date

Electronic signatures are acceptable.