

Departmental Approval to Teach an Honors Course

COURSE INFORMATION

Faculty Name: _____
Faculty I.D. Number: _____
Home Academic Department: _____
Course Number & Title: _____
Semester: _____
Meeting Day & Time: _____

ACADEMIC DEPARTMENTS MUST COMPLETE THIS SECTION

1. Administrative contact for departmental budget and personnel questions:

Name: _____
Email: _____

2. Please select one of the following options:

___ The faculty member has departmental approval to teach one Honors course in place of one course regularly taught. If releasing this faculty member will cost the department an additional amount (due to hiring a replacement rather than shifting teaching responsibilities), please provide the following details:

Replacement faculty will teach (course #): _____
**Replacement faculty salary per course: _____
Cost Center #: _____
Fund Center #: _____

___ The faculty member has departmental approval to teach one Honors course. Since this faculty member is paid per course, the Honors College will pay the faculty member directly.

**Replacement faculty salary per course: _____

___ The faculty member has departmental approval to teach one Honors course as part of their regular teaching load. The Honors College need not provide compensation to the faculty member or to their home department.

***The normal replacement rate is \$3,500 per course.*

Honors Faculty Date

Honors College Date

Department Chair or School Director Date