

## **PART-TIME LECTURING REQUEST**

*For Internal Part-Timers (IPT) a maximum of 2 taught (not supervision) courses above your base load are allowed per semester. For External Part-Timers (EPT) a minimum of 2 courses and a maximum 3 courses are allowed per semester. Applicant should fill One Form a semester and include all courses taught in the College irrespective of the department.*

(INTERNAL/ EXTERNAL)

### **SECTION A**

#### **Personal Details**

*Provide all information correctly to avoid delay.*

NAME \_\_\_\_\_  
(Full name as would appear in payment documents)

PF/ID/PP No. \_\_\_\_\_ QUALIFICATION \_\_\_\_\_  
(As applicable) (Bachelors/ Masters/ PhD)

DEPARTMENT \_\_\_\_\_ DESIGNATION \_\_\_\_\_  
(Department where the lecturer is based) (T/F/ Lecturer/ Technician..etc)

SEMESTER \_\_\_\_\_ ACADEMIC YEAR \_\_\_\_\_  
(I or II) (Year taught)

CURRENT EMPLOYER/ OPERATION \_\_\_\_\_  
(Institution you work for on full time/ where you operate from)

### **SECTION B**

#### **Part-Time Courses**

*Courses taught on a Part-time basis for which the appointment is being requested.*

#### **Course details**

*(Give course details as they are specified in the curriculum)*

Course Code	Course Title
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____

#### **Course loading details**

*(Give course loading of the courses detailed above as taught and evidenced in the Teaching Timetable)*

Course Code	No. of Students	Contact hours per week	No. of Units
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____
5) _____	_____	_____	_____

**SECTION C**

**Full-Time/ Previous Teaching**

For IPT please list courses you taught on Full-Time basis (Base load) at your department of deployment or other departments. For EPT please list courses you taught at the College during previous semesters. The Lecturer, the HoD of the Department in which the courses were offered and the respective Dean of School must sign this section of this form.

**Course details**

(Give course details as they are specified in the respective course curriculum)

Course Code	Course Title
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____
6) _____	_____

**Course loading details**

(Give course loading of the courses detailed above as taught and evidenced in the Teaching Timetable)

Course Code	No. of Students	Contact hours per week	No. of Units
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____
5) _____	_____	_____	_____
6) _____	_____	_____	_____

I certify that the information provided above is correct.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
LECTURER

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
HEAD OF DEPARTMENT (Where IPT or EPT is teaching courses)

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
DEAN OF SCHOOL (Where IPT or EPT is teaching courses)

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**SECTION D**

**Approval**

To be completed by the Deputy Vice Chancellor (ASA).

Candidate is APPOINTABLE/ NOT APPOINTABLE (Delete as appropriate)

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
DEPUTY VICE CHANCELLOR (ASA)

To Vice Chancellor to issue letter of offer DATE \_\_\_\_\_

**NB:** Candidate to attach copies of Departmental/ School teaching timetables (highlight all your courses as appropriate and Endorsed by HoD)