

Request for Substitute Instructor

Instructor Requesting Substitute: Click here to enter text. Year Term: Click here to enter text.

Substitute Instructor: Click here to enter text.

Date/dates of Substitution: Click here to enter a date.

Number of Hours: Click here to enter hours worked.

Program/Cost Center: Click or tap here to enter text.

**Salary Information:**

Hourly rate to pay:enter text. x # or HRS enter text. = enter text.

Signatures:

Faculty Member Requesting Sub: Date: Click or tap to enter a date.

Responsible Dean: Date: Click or tap to enter a date.

Provost: Date: Click or tap to enter a date.