

# POSTDOCTORAL SCHOLAR TEACHING REQUEST FORM

(For postdoctoral scholars ONLY)

UW postdoctoral scholars, in limited circumstances, may seek to advance their professional skills by serving as the official instructor of record in a class. Eligible postdoctoral scholars may be permitted to teach **one** class for academic credit **per academic year**, while remaining full-time (100% FTE) in their postdoctoral scholar positions. When teaching as the instructor of record, a postdoctoral scholar must have a temporary faculty appointment as a **part-time teaching associate or lecturer part-time (temporary)**. Such teaching is considered work that is above and beyond their postdoctoral scholar duties. Please note that teaching a class for academic credit may **not** be a condition of employment for a postdoctoral scholar nor is it an expected duty of any postdoctoral scholar. Requests are solely limited to postdoctoral scholars who are in full-time active status as postdoctoral scholars at UW.

**Exclusions:** Postdoctoral scholar-fellows, interim postdoctoral scholars, postdoctoral scholars-PDR, and affiliate postdoctoral scholars are not eligible. Postdoctoral scholars on UW-sponsored visas whose visa does not allow for additional duties or where teaching was not a specified activity outlined in the visa application/documentation are also excluded and ineligible. Do not use this form for postdoctoral scholars appointed in the Department of Mathematics or for postdoctoral scholars for whom teaching is expressly included as part of their research protocol or required by specific grant provisions. Direct questions to [acadpers@uw.edu](mailto:acadpers@uw.edu).

**Instructions:** Unit administrators for the postdoctoral scholar should complete this form in its entirety and submit it to their dean's office for approval. Upload the completed document to the full appointment packet for the applicable faculty title associated with this limited teaching activity.

| PART 1 – Postdoctoral scholar information  |  |  |        |   |        |                           |      |
|--|--|--|--------|---|--------|---------------------------|------|
| Postdoctoral scholar name  |  |  |        | EID   |        |                           |      |
| Academic appointing unit   |  |  |        |   |        |                           |      |
| School/College/Campus  |  |  |        |   |        |                           |      |
| Current postdoctoral scholar title   |  |  |        | Visa  | Yes    | No                        |      |
| Does postdoctoral scholar have supervisor/PI approval to teach?  |  |  |        | Yes   | No     | Visa type (if applicable) |      |
| PART 2 – Class/course information  |  |  |        |   |        |                           |      |
| Name of for-credit course  |  |  |        | Number of credits                                   |        |                           |      |
| Academic appointing unit for course being taught (note: units must seek approval from the postdoctoral scholar's academic appointing unit prior to assigning teaching duties)  |  |  |        |   |        |                           |      |
| Academic quarter when the course is offered  |  |  | Summer | Fall  | Winter | Spring                    | Year |
| Select the part-time faculty appointment the postdoctoral scholar will use for teaching this class   |  |  |        | Teaching Associate<br>Lecturer Part-Time, Temporary |        |                           |      |
| FTE% increase for the teaching duties<br>(Note: postdoctoral scholar must remain 100% FTE in their postdoctoral scholar position)  |  |  |        |   |        |                           |      |
| <p><b>Dean's office attestation:</b> By submitting this information, you are attesting to the following:</p> <ul style="list-style-type: none"> <li>I certify that all information provided in this form is complete, true, and correct to the best of my knowledge.</li> <li>I attest that the postdoctoral scholar making this request meets eligibility requirements related to the teaching policy for postdoctoral scholars; has not taught any other for-credit class in the current academic year; and that the teaching and its compensation is clearly in addition to, and does not supplant, their full-time University duties in research and scholarship as a postdoctoral scholar.</li> </ul> |  |  |        |   |        |                           |      |
| Name:  |  |  | Title: |   |        | Date:                     |      |