

**MIAMI DADE COLLEGE**  
**Out-Of-Department Authorization Form**

**THIS FORM MUST BE INITIATED BY THE REQUESTING DEPARTMENT OR THE HOME DEPARTMENT CHAIR OF THE FACULTY MEMBER. THIS FORM MUST BE APPROVED BEFORE THE DATA FOR THE ASSIGNMENT IS ENTERED.**

Current Date: \_\_\_\_\_ Term for Request: \_\_\_\_\_

Name: \_\_\_\_\_ Department \_\_\_\_\_ Campus: \_\_\_\_\_

Home Qual #: \_\_\_\_\_

Department & Campus Offering Assignment: \_\_\_\_\_

Or

Department & Campus Requesting Assignment: \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_

**I: INLOAD - Teaching Assignment**

|             |       |       |       |
|-------------|-------|-------|-------|
| Course      | _____ | _____ | _____ |
| Reference # | _____ | _____ | _____ |
| Days/Time   | _____ | _____ | _____ |
| Points      | _____ | _____ | _____ |
| Qual #      | _____ | _____ | _____ |

**II. OVERLOAD -Teaching Assignment**

|             |       |       |       |
|-------------|-------|-------|-------|
| Course      | _____ | _____ | _____ |
| Reference # | _____ | _____ | _____ |
| Days/Time   | _____ | _____ | _____ |
| Points      | _____ | _____ | _____ |
| Qual #      | _____ | _____ | _____ |

**III. TASK ASSIGNMENT/CE HOURS**

| Describe Assignment | Task Points/CE Hours | Release Points |
|---------------------|----------------------|----------------|
| _____               | _____                | _____          |
| _____               | _____                | _____          |
| _____               | _____                | _____          |
| _____               | _____                | _____          |

End Date of Assignment: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Signature of Home Dept. Chair/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Total Overload/Task/CE Hours Approved: \_\_\_\_\_

Signature of Home Associate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Home Dean: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE REMEMBER TO ADHERE TO GUIDELINES REGARDING POINT LIMITS. Once signed, please return this form to the home department for data input. PLEASE ATTACH THE ASTRA CUMULATIVE POINT RECORD. Thank you.