

## CAS External Teaching Approval Form

(complete one form per course)

Faculty Name: \_\_\_\_\_ BU Department/Program: \_\_\_\_\_

External Institution/Location: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course meeting times and days of the week: \_\_\_\_\_

Semester:      Fall                      Spring                      Summer                      Year: \_\_\_\_\_

Type:              Face-to-Face                      Online                      Blended

Course URL (if applicable): \_\_\_\_\_

Description of position:

Chair's memo – please address the three factors in the policy: time, nature/quality of the activity, and conflict of interest. Please note the faculty member's % time at BU and whether or not they have any additional approved overbase during this time period:

Chair's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

- The link to the External Professional Activity policy, including the new requirement for required pre-approval for external teaching or course development by the Dean, can be found at <http://www.bu.edu/handbook/ethics/external-professional-activity/>.
- Forms should be submitted to the Office of Faculty Actions for approval as soon as practicable after the faculty member is offered an external teaching or course development opportunity and before the offer is accepted.