

Deanship of Admission and Registration

Scientific Section:.....

Registration Department

Semester.....

**Participation form of a Supportive Academic Staff Member for first/second semester for the academic year**

Name:.....

Job ID:.....

Load – essential / additional

Course No. & section

Time from-to

Days

Actual Hours Units/hours

Registered students in section

Name of Faculty Member (course professor or supervisor)

Faculty Member signature

Type of participation 1- Teaching 2- Assistant Teaching

Signature of Supportive Academic Staff Member

Signature and seal of the Head of Department

Signature and seal of the College Dean

Notes: 1- Attach a copy of the university Id of the supporting staff member.

2- Take into consideration not to assign more than one participant in one section or lab.

3- In the case of internal secondment, provide Dean approvals

4- Reasons for not completing load (attach document

\*Additional load is not approved until the regular load is met for all supporting academic staff members in the department and according to the department statement.