**湖南艺术职业学院 校外代课教师 登记备案审批表**

所属部门： 代课时间（学期）：2019年春季学期 登记备案时间： 年 月 日

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| 序号 | 姓 名 | | 性别 | 年龄 | 参加工作时间 | | 最高学历/学位 | | 职称/职务 | 聘请前原工作单位（当前专职工作单位） | | | 代课课程 | | 周课时数/学期总课时数 | | 拟定课酬  标 准 |
| 1 |  | |  |  |  | |  | |  |  | | |  | |  | |  |
| 2 |  | |  |  |  | |  | |  |  | | |  | |  | |  |
| 3 |  | |  |  |  | |  | |  |  | | |  | |  | |  |
| 4 |  | |  |  |  | |  | |  |  | | |  | |  | |  |
| 5 |  | |  |  |  | |  | |  |  | | |  | |  | |  |
| 6 |  | |  |  |  | |  | |  |  | | |  | |  | |  |
| 7 |  | |  |  |  | |  | |  |  | | |  | |  | |  |
| 8 |  | |  |  |  | |  | |  |  | | |  | |  | |  |
| 9 |  | |  |  |  | |  | |  |  | | |  | |  | |  |
| 10 |  | |  |  |  | |  | |  |  | | |  | |  | |  |
| 系部意见 | |  | | | | 教务处审核备案意见 | |  | | | 组织人事处备案意见 |  | | 主管院领导审批意见 | |  | |

备注：本表一式三份，系部、教务处、组织人事处各一份。新聘请人员需提供学历学位、职称证、身份证复印件；续聘请人员如学历学位、职称发生变化，请提供新证复印件；**本表各专业系部应在每学期开课后四周内提供**。