

## Overload Request and Approval Form for Full-time Faculty

### Faculty Handbook 2.5.2 Overload Compensation

A member of the full-time faculty who is authorized by the department chair and dean to teach an extra course during a semester is paid overload compensation at the appropriate part-time faculty salary rate schedule based on the minimum rates established in the collective bargaining agreement for part-time faculty paid by the course. School-based overload compensation rates may be established by request from a dean to the Provost. No faculty member shall teach more than 8 credits of overload (on- and/or off-campus) per calendar year.

Consistent with the policy, all faculty, including those with course reductions for administrative purposes, are not eligible for overload compensation unless they have taught fifteen (or twelve with the permission of the dean) credits. If a faculty member's usual teaching load is four three-credit courses, a school dean may approve an overload for the fifth course taught during an academic year. Such an approval may only occur on a case-by-case basis and should come in the form of a memo from the dean to the Vice Provost for Faculty Affairs.

*Note: different schools have different expectations of a full teaching load. This provision means that faculty should be teaching a full load as defined by their school before they are eligible for an overload. Example: School A's load is 9 hours/year. The faculty member must teach 9 hours to be eligible. School B's load is 15 hours/year. The faculty member must teach 15 hours to be eligible.*

Faculty on fiscal year appointments, such as associate deans, department chairs, and program directors, cannot teach overloads during the academic year, except in special circumstances and subject to advance approval from the Provost: they may, however, be compensated for advising or coordinating in specific programs at an agreed upon rate for such activity. Additional compensation for overload teaching on campus or off campus, or for program coordination by full-time members of the faculty, must be processed through the payroll system.

*Note: "Special circumstances" means truly unusual and unforeseeable circumstances. Mere convenience does not meet this criterion.*

This overload request **MUST** be approved before the overload course is assigned to the faculty.

School:

Department:

Department Contact:

Date of Request:

Semester for Overload:

Overload Amount:

Overload Faculty Name:

Faculty Gwid:

**Courses Taught by Faculty Member** (Please list current/planned courses for the Academic Year and any course releases the faculty member may have)

	Course Name	Course #	CRN	Subject Code	Semester	# of Credits
1.						
2.						
3.						
4.						
5.						
6.						

**Name and Number of Overload Courses for this Faculty Member**

	Course Name	Course #	CRN	Subject Code	Semester	# of Credits
1.						
2.						
3.						
4.						

**Yes**

**No**

Is this faculty member within the overload policy's 8 credit limit?

What is the academic year course load for your school?  
(list number of credit hours)

Will this faculty member teach your schools expected academic-year course load?

Does this faculty member have course reductions for administrative or service purposes?

Does the faculty member serve on a fiscal year appointment, such as associate dean, department chair, program director, etc.?

**Narrative/Rationale for the Overload Request:**

Department Chair Approval:

Name

Signature

Dean Approval:

Name

Signature

Finance Director Approval:

Name

Signature

Vice Provost Approval:

Name

Signature

Once this request has been fully approved you will be authorized to submit this overload via Faculty Online Hire or EPAF using account code **51115**.