



Teaching Overload Request Form

This overload request form should only be utilized when faculty members are instructing a class or classes beyond their contractual obligation for the Academic Year (Fall/Spring/Summer).

Employee Information

Date Submitted:		Employee's ID:	
Employee's First Name:		Employee's Last Name:	
Employee's Home College/Unit:		Employee's Job Title:	
Pay Type:	Academic	Fiscal	

Course Information

Academic Year CONTRACT Teaching Load:

Fall (Year)		Spring (Year)		Summer (Year)	
Course ID	Credits	Course ID	Credits	Course ID	Credits
Are any of these courses co-taught?		Yes	No	If yes, please explain below.	
Total annual contract requires teaching:			_____ credit hours		

Overload Request

Requesting Department Name:					
Course ID	Credits	Course ID	Credits	Effective Start Date:	
				Effective End Date:	
Will overload course be co-taught?			Yes	No	If yes, please explain below.
Worktag Number:		Total Compensation:			

Signatures & Approvals

Academic Year and Fiscal Year Contract Addendum for Temporary Teaching Overload Compensation Employee acceptance:

I will perform the teaching overload work in addition to my normal workload for the compensation outlined above. I understand that this overload teaching assignment does not in any way relieve me of my obligation to fulfill my primary work assignment in full. I understand that the course must meet minimum enrollment requirements to be taught. I accept the contract amendment under the terms set forth.

Employee Signature:		Date Signed:	
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Requesting Department Head & Dean statement:

I acknowledge this is in addition to the normal teaching load for my unit. No other qualified faculty members are available to teach, as part of their budgeted teaching load, the course for which overload compensation is sought. We understand that the course must meet minimum enrollment requirements to be taught. This is a one-time request.

Academic Program Administrator Signature:		Date Signed:	
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Approved by:

School Chair or Sr. Associate Dean:		Date Signed:	
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After obtaining all signatures:

- ✓ Approval of the College and Faculty Affairs is required prior to the work beginning.
- ✓ Funding information should be completed by unit finance.
- ✓ Total Summer Pay, including teaching and research stipends, is limited to 33.33% of AY salary.