

Request for Teaching Overload

Banner #: _____ Name: _____ Title: _____

Semester Requested: _____ Date of Request: _____

College/School: _____ Dept/Unit Head/Chair: _____

Home Dept/Unit: _____ TKL# - Location ID: _____

Effective Date: _____ End Date: _____
(beginning of semester -08/16 or 01/01) (end of semester 12/31 or 05/15)

Position #: _____ FOP: _____ Earn code: FOL
(Earn Code must be typed on EPAF)

Is this Faculty member Tenure Track _____ If so, is he/she Tenured? _____

Faculty's classification and Rank _____

Total Salary \$ _____ Type of Appointment: 9 or 12 month _____

Does this faculty member meet the eligibility requirements for teaching overloads this unit? _____

Has the faculty member met their teaching workload? _____

COURSE INFORMATION

Course Title and Number _____ Credit hours _____

Does the course meet the minimum enrollment? _____ Yes _____ No

Does this course fulfill General Education Requirements? _____ Yes _____ No

Is this course required in the Core or Major? Core: _____ Yes _____ No Major: _____ Yes _____ No

PLEASE HAVE DEPARTMENT HEAD/CHAIR COMPLETE PAGE 2 OF THIS FORM

I hereby agree to provide this overload course and certify that provision of this overload course will not adversely affect my normal fulltime responsibilities:

Faculty Signature

Date

I certify that the above course is needed and must be offered as an overload. Moreover, I certify that faculty member is eligible under the Provost approved guidelines for this unit and that all Provost requirements for offering this course have been met and will be maintained.

Unit Head/Chair

Date

College/School Dean

Date

Provost's Office

Date

Request for Teaching Overload

TO BE COMPLETED BY DEPARTMENT HEAD/CHAIR

Please provide explanation / justification of the following:

Is the faculty member meeting the responsibilities of other appointments (i.e. research / extension)?

Are there other faculty members in the department / unit who could offer this course without incurring an overload?

Please explain how this workload will be temporary.

Is this overload critical for the delivery of the academic program?