Request for Exception to Overload Policy

Last Name	First Name	Middle Name	SUID Number

Quarter/Semester	AY Year	Course Name/Number	Work Units	Course Salary
		Total Overload Work Units:		

Address each of the applicable points in the Faculty Overload Pay Guidelines issued February 20, 2009:

Explain the emergency situation and the reason why the academic cannot shift their regular teaching load to accommodate the course into the regular 1.0 FTE and the efforts taken to identify another instructor for the course.

Address the impact the overload will have on the faculty member's progress toward tenure or other duties.

Address the impact on the conditions of extramurally funded grants (if applicable) and/or any conflict of interest (i.e. if faculty member is also responsible for scheduling overload assignments the process by which the overload was assigned should be described) (if applicable).

If the Academic is a chair, program director, assistant/associate dean, other part or full-time administrator, or staff, address the impact of the overload on that assignment.

Chair/Program Director (Home Department/Program) Date	Chair/Program Director (Secondary Department/Program) Date
Dean (Home School/College) Date	Dean (Secondary School/College) Date

Form Prepared by:	Date:	Email:

☐ Approved   ☐ Denied

Shane P. Martin, Ph.D.
Provost

Comments