(PRINT ON DEPARTMENT LETTERHEAD)

**OVERLOAD REQUEST: DUE TO COLLEGE AT LEAST 2 WEEKS PRIOR TO START OF APPOINTMENT. PLEASE ATTACH ALL APPLICABLE PAYROLL FORMS AND THE LETTER OF UNDERSTANDING FOR OVERLOADS.**

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| TO: | Bradley Rundquist, Dean, College of Arts & Sciences  Debbie Storrs, Interim Provost and VP for Academic Affairs | | | |
| FROM: | (Insert Name), Chair, Department of (Insert Department) | | | |
| DATE: |  | | | |
| RE: | Request for overload pay | | | |
| **Reason for Request:** (Explain why the overload is needed. Include anticipated enrollment(s), graduation requirements, type of course, why this faculty member (vs alternate situation not requiring overload), alternative solutions if not approved, etc.) Total salary, from all sources, may not exceed 20% of the faculty member’s base salary. | | | | |
| **Name of Faculty Member** | | **Courses to be taught as overload (include course #)** | **Amount requested** | **Semester of Overload** |
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Approved Not Approved (Reason) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Bradley Rundquist, Dean, College of Arts & Sciences Date

S:Forms/overload-request-memo-depts-july 2020