

FACULTY OVERLOAD PROCEDURES

- 1) Dean discusses possible overload with faculty member.
- 2) Dean prepares statement for overload assignment, (specify additional and estimated hours) obtains the faculty member's signature, and signs the form.
- 3) Dean forwards the request to the Vice President of Educational Services for recommendation.
- 4) Vice President of Educational Services forwards the request and recommendation to the President.
- 5) President approves or disapproves recommendation.
- 6) President returns material to Vice President along with approval or disapproval.
- 7) Vice President informs Dean who also informs faculty.
- 8) Dean submits the form to the Human Resources Office the second week of Spring Semester.