

OVERLOAD ACTIVITY APPROVAL FORM

This form must accompany any payment request for overload activities. The overload activity must conform to university guidelines outlined in the overload policy. The requesting department should initiate this form. After all signatures have been obtained, attach overload form to Personnel Budget Action Form and forward to the Office Faculty Affairs for processing.

Classification of Employee

- EPA faculty EPA non-faculty exempt EPA non-faculty non-exempt
 SPA exempt SPA non-exempt

Name: _____ Title: _____ Annual Salary: _____

Home Department: _____ Requesting Department: _____

Length of Contract: 9-month 10-month 11-month 12-Month

Dates of Contract Period: _____

Current Teaching Load (SH): Teaching Load: Full-time Part-time

Overload Activity: from: _____ to: _____ Overload Compensation:

Services Provided (Please describe): _____

Previous overload activities (in two previous semesters):

None

Dates: _____
Activity: _____
Amount of Compensation: _____

Dates: _____
Activity: _____
Amount of Compensation: _____

Dates: _____
Activity: _____
Amount of Compensation: _____

Current External Professional Activity for Pay:

None

Dates: _____
Activity: _____
Amount of Compensation: _____

Dates: _____
Activity: _____
Amount of Compensation: _____

Dates: _____
Activity: _____
Amount of Compensation: _____

Prior to beginning an activity, each overload activity must be approved by the head of the unit where the employee's regular appointment lies, the employee's immediate supervisor, department head, dean/director, and by the head of the unit where the overload is to occur, and by the dean/director of unit and by the Assistant Provost for Administration and Planning.

Approved: _____ Date: _____
(Requesting Head)

Approved: _____ Date: _____
(Requesting Dean/Director)

Approved: _____ Date: _____
(Home Chair)

Approved: _____ Date: _____
(Home Dean/Chair/Director)

Approved: _____ Date: _____
(Assistant Provost for Administration and Planning)

*Approval indicates that total effort expended is not in conflict with employee's regular duties.

Documentation must be maintained in the department for a period of 5 years.