

REQUEST FOR ADJUNCT FACULTY OVERLOAD APPROVAL FOR ADJUNCT FACULTY WHOSE TEACHING LOAD EXCEEDS 9.0 LOAD HOURS

Adjunct Faculty Policy limits teaching load to 9 load hours for **ALL** academic assignments (including special projects, co-ops, and internships). Adjunct faculty teaching load in excess of the 9.0 load hour limit may be granted on a **limited basis under special circumstances**. For each adjunct faculty member assigned more than 9.0 load hours, this form must be completed and approved by the President or his/her designee before the overload assignment will be allowed.

The adjunct faculty assignments will not appear in the SIS system for assignments in excess of 9.0 load hours until the approval is complete.

Justification for Overload Approval (select one or more)

- _____ 1. The assigned two or three sections or courses (with lecture/lab combinations counted as one course) results in a total load of 12.0 load hours or less for fall and spring terms and 11.0 load hours or less for the summer term.
- _____ 2. The assigned lab/lecture courses with weekly start dates may not fill to capacity and the adjunct faculty member may have his/her load reduced to accommodate lower enrollments with a combined total load of 12.0 load hours or less for fall and spring terms and 11.0 load hours or less for the summer term.
- _____ 3. Specialized knowledge/skills are possessed by a particular adjunct faculty member and substantial recruitment efforts for additional individuals in the field have not yielded positive results.
- _____ 4. Unanticipated emergency situations occur (e.g., retirement, resignation, illness, etc.).

Adjunct Faculty and Instructional Assignments

_____ Adjunct Faculty Name

_____ Department

_____ for the _____
**Total Load Semester Year

****Note:** Load at all colleges must be included in request.

COURSE	SECTION	COLLEGE	LOAD	COURSE	SECTION	COLLEGE	LOAD
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Comments

Approvals

_____ Department Chair Signature

_____ Date

_____ Dean Signature (optional)

_____ Date

_____ President or Designee Signature

_____ Date