

Procedures for Part-Time Single Term Instructor Instructional Overloads

Guidelines:

- Overload contracts are given when a part-time instructor is teaching more than 9 credit hours in one semester or over 18 credit hours in an academic year (not including summer).
- The maximum overload for any semester is 3 credit hours (up to 12) and no more than 21 total hours in any academic year (not including summer).
- The maximum credit hours for the summer is 9 credit hours.

Process:

- Chairs should complete the PT ST Instructor Overload Request Form and submit to the Associate Dean for review and approval.
- Associate Deans will ensure the request is within the guidelines above and warrants an overload request.
 - **If the request is:**
 - **More than 12 credits in fall or spring semester;**
 - **More than 21 credits total in an academic year (not including summer); or**
 - **More than 9 credits in the summer,****the request should be sent to the Vice Provost for Faculty Affairs for review and approval.**
- The PT ST Instructor Overload Request Form and contract should be uploaded to the Provost's Lanyard for processing.
- The Provost's Office will review and approve the contracts and send the contract to HR.
 - Contracts must be sent to HR by September 10 and February 10 for the PT ST Instructor to be paid on time.



PT ST Instructor Overload Request Form

Instructor's Name:		Department:	
Department Chair:		Semester/Year:	
Total Credits:			

Rationale for Overload, including which classes will be taught and how many credits each:

How many credits did the instructor teach in the last two academic year semesters:

Semester:	Credits taught:

Chair/Director Approval: _____ Date: _____

Dean Approval: _____ Date: _____

Provost Approval (if required): _____ Date: _____