



This overload request is made by:	Dean's Name	Chair's Name	Department	Professor's Name	Professor's Rank	Academic Year

Total Credit Hours For Fall and Spring	Required Credit Hours	Total Student Credit Hours (SCH) For Fall and Spring	Proposed Overload Hours	Proposed Compensation for Overload per Hour
	Overload Credit Hours (OCHs) Calculation			
	Actual Overload Credit Hours To Be Paid			
	Total Overload Compensation			

Justification For Overload If Faculty Does Not Meet The Threshold*

* In order to be considered for overload compensation, full-time tenure track faculty assigned courses are expected to meet the Institution's minimum of 720-Student Credit Hours generated per academic year. Faculty will be compensated on a pro-rated basis using the Overload Credit Hours (OCHs) . Full-time instructional faculty are expected to generate (30) credit hours and 900 SCHs.

Faculty Signature: _____

Chair Signature: _____

Budget Comptroller Signature: _____

Dean Signature: _____

Provost Signature: _____

Chief HR Officer Signature: _____