

Non-Instructional Overload Assignment

_____ is eligible for an overload compensation (Instructor) of \$_____ in the _____ semester of the 2009-10 academic year for the following non-instructional overload assignment: _____ (Name of the non-instructional project)

Description of Duties: _____

This non-instructional overload assignment has been authorized as a result of the following academic year assignment analysis:

FALL

Table with 3 columns: Instructional/Non-Instructional Assignments, Credits, Dollars. Rows include Undergraduate courses, Graduate only courses, Non-Instructional assignment, Fall Total, and Overload assignments (previously approved).

SPRING

Table with 3 columns: Instructional/Non-Instructional Assignments, Credits, Dollars. Rows include Undergraduate courses, Graduate only courses, Non-Instructional assignment, Spring Total, Overload assignments (previously approved), Year Total, and Overload Total.

I have made and/or accepted this overload assignment with the understanding that if the academic load falls below 24 credits, a negative adjustment in salary for the person named above will be implemented to reconcile the unwarranted overload pay authorized during the year.

Instructor _____ Date _____
Chairperson _____ Date _____
Dean _____ Date _____